

Volunteer Opportunities

In preparation for our double Sunday morning services, we will be expanding our Sunday ministries to accommodate growth and to enhance our service and hospitality to everyone. And so, we are in need of new volunteers and helpers for each of our Sunday ministries. Below are the various service ministries and roles that make our Sunday worship services possible. Each Sunday ministry profile has:

- The contact person for each ministry and their email address,
- A brief summary describing the purpose and tasks involved in the role,
- The timing and frequency of the role,
- The training involved in the role,
- And the number of new volunteers needed for each Sunday ministry

On these following Sundays, immediately after the morning service, there will be tables set up downstairs in the Parish Hall that will feature each Sunday ministry. The contact person for each ministry will be present at their tables to address any questions or interests. Or else, please be in touch beforehand with the contact person via their email address.

- Sunday, September 22nd, 2019
- Sunday, October 6th, 2019
- Sunday, October 20th, 2019

Lesson Reader

Contact person: Gae Keyzer, Parish Administrator
Email: admin@littletrinity.org



SINCE 1842

Expectations

Purpose: To give honour and reverence due to God's Word in its clear proclamation and articulation in the gathering of God's people

Duties include:

- Read a selected portion of Scripture clearly during the Proclamation of the Word in a Sunday morning service
- Receive the selected Scripture passage from the Office on Thursday to be rehearsed, prepared, and read for Sunday
- May be called upon during services at Christmastime (i.e. Lessons & Carols) and/or Easter to accommodate more readings
- Arrange for a replacement if possible if unable to read on their scheduled Sunday and to let the Office know of any changes

Timing & Frequency

- Arrive to church at least 15 minutes prior to the service
- Scheduled for once every 3-6 months; schedules are sent out from the Office approximately every 6 months

Training

- Rehearse verbally the selected Scripture passage for clear, articulate, audible, and non-distracting delivery
- Attend the Reader's training led by Bonnie Moore

Number of Volunteers Needed

- 9:00AM – 5
- 10:45AM – 2

Sidesperson

Contact person: Joan Milloy, Sidesperson Coordinator

Email: puddledoc@hotmail.com



SINCE 1842

Expectations

Purpose: To facilitate the flow and rhythm of the Sunday worship service in a smooth and non-distracting manner

Duties include:

- Welcome people and visitors in a warm and friendly manner
- Assist people in finding their way around the church and direct parents with children to Sunday School locations
- Hand out service bulletins and assist people in finding vacant seats
- Collect the Offering and find two additional people to assist with the passing of the offering plates
- Facilitate the flow of traffic during Communion

Timing & Frequency

- Arrive at the church at least 15 minutes prior to the service
- Scheduled for approximately once a month or less; schedules are sent out from Joan approximately every quarter of the year

Training

- On-the-job training with an experienced Sidesperson for several Sundays
- Review a document outlining specific responsibilities in detail
- Attend an annual meeting for debriefing and feedback

Number of Volunteers Needed

- 9:00AM – 8
- 10:45AM – 2

Lyric Projectionist

Contact person: Kevin Menzel, Music Coordinator

Email: kevinmenzel@gmail.com



SINCE 1842

Expectations

Purpose: To ensure focused participation in worship, record audio material, and support the service ministries with audiovisual resources

Duties include:

- Project song lyrics, the liturgy, and other service material as required (using the EasyWorship software)
- Record the Bible readings and the sermon on the church computer

Timing & Frequency

- Arrive at the church at least 30 minutes prior to the service to prepare and ready the hardware and software related to service audio-visuals (more setup required for the 9:00 AM service; less so for the 10:45 AM service)
- Scheduled for approximately once or twice a month

Training

- Personal training with Kevin Menzel: how to use the various software required for projection and recording, learning how to effectively project lyrics and liturgy (timing, editing, etc.), learning basic troubleshooting for typical hardware/software issues

Number of Volunteers Needed

- Five

Greeter

Contact person: Benita Black, Greeters Coordinator
Email: familynoir@rogers.com



SINCE 1842

Expectations

Purpose: To embody the warm, friendly, and welcoming face of our faith community to those who are coming into the church building

Duties include:

- Greet each person who are making their way into the church with a warm smile, and if possible, with a handshake
- Assist and guide elderly people who are dropped off on King Street by car in front of the church building to the entrance
- Assist and guide people with disability in their entry into the church building
- Facilitate the ongoing and safe flow of people coming and going in between the 9:00 AM and 10:45 AM Sunday services

Timing & Frequency

- Arrive at the church at least 30 minutes prior to the service, ready to warmly greet people at the church entrance
- Scheduled for approximately once every three months

Training

- On-the-job training with an experienced Greeter for several Sundays

Number of Volunteers Needed

- 9:00AM – 8
- 10:45AM – 5

Chancel Guild

Contact person: Diane Brailey
Email: dianembrailey@gmail.com



SINCE 1842

Expectations
Purpose: To ensure continuance of the sacramental life of our parish by preparing the Lord's Table for the celebration of Holy Communion Duties include: <ul style="list-style-type: none">• Chancel Guild members work in pairs to set the Lord's Table with all required liturgical elements for Holy Communion• Clean and wash liturgical vessels and linen (i.e. wash all silver and glass vessels; handwash and carefully iron all linen, etc.)• One pair of Chancel Guild members will prepare and reset the Lord's Table for both 9:00 AM and 10:45 AM Sunday services
Timing & Frequency
<ul style="list-style-type: none">• Arrive at the church 30 minutes prior to the start of the 9:00 AM Sunday service to set and prepare the Lord's Table• Clean the Lord's Table immediately after the 9:00 AM Sunday service and reset it for the 10:45 AM Sunday service• Clean and clear the Lord's Table immediately after the 10:45 AM Sunday service• Scheduled for once every month
Training
<ul style="list-style-type: none">• Onsite training provided by a veteran Chancel Guild member or by Diane Brailey
Number of Volunteers Needed
<ul style="list-style-type: none">• Four to six

Soundboard Technician

Contact person: Kevin Menzel, Music Coordinator

Email: kevinmenzel@gmail.com



SINCE 1842

Expectations

Purpose: To produce the best possible audio atmosphere during Sunday worship service through sound reinforcement and management

Duties include:

- Ensure that the sound system is set up to meet the requirements of the service, including the music team, the preacher, and those leading the liturgy and flow of the service
- Perform pre-service sound checks
- Adjust the sound mix throughout the service to ensure the audio is clear and in an appropriate volume level

Timing & Frequency

- Arrive at the church 1 hour prior to the start of the first service to coordinate with the music team and perform a sound check
- Tear down the sound system to a minimal setup after the second service
- Scheduled once or twice every month

Training

- Training provided by Kevin Menzel and/or a veteran soundboard technician volunteer

Number of Volunteers Needed

- Five