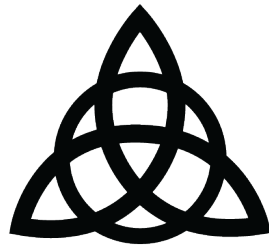


# Ministry Booklet



**THE CHURCH OF  
THE HOLY TRINITY**  
RITTENHOUSE SQUARE

Updated Feb 2026

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# Welcome!

## An Introduction to Our Ministries & Committees

Our church is made up of many moving parts—but at the heart of every ministry and committee is the same purpose: to serve God, support one another, and help our community grow in faith and love.

Inside this booklet, you'll find descriptions of the many ways people share their time and gifts in the life of our church. Some ministries are highly visible, others happen quietly behind the scenes. Some are short-term and flexible; others offer a deeper, ongoing commitment. All of them matter.

You don't need special expertise to get involved, just a willingness to show up. Whether you enjoy working with people, organizing details, creating beauty, offering hospitality, or lending help where it's needed most, there is a place for you here.

And if you're thinking, *"I'm not sure what I'm called to yet,"* you're not alone. Many people begin by simply being curious. That's why this booklet includes a "Not Sure What to Sign Up For?" section, to help you explore opportunities based on your interests, availability, and comfort level. Trying something new is always okay, and ministries evolve just as people do.

Thank you for being part of this community. However you choose to participate, now or later, we're glad you're here.

Sincerely,

*Clergy, Wardens, Vestry, and Congregation*

The Church of the Holy Trinity, Rittenhouse

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**Interested in joining a ministry?  
Please email [communications@htrit.org](mailto:communications@htrit.org) to learn more!**

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# **Altar Guild**

**(Urgently Needed)**

*Service Ministry- Families, Adults*

## **What we do:**

The Altar Guild prepares the altar and sacred vessels for worship and cares for linens and paraments.

## **What volunteering includes:**

- Setting up and cleaning up after services
- Caring for altar linens
- Working in small teams

## **Who we're for:**

Detail-oriented people who value behind-the-scenes service.  
Families who want to do simple service together.

## **Time commitment:**

Approximately 30-minute shifts on weekdays or Sundays after service..

## **Why it matters:**

This quiet ministry makes worship possible, and it truly needs more support

# Flower Guild

**(Urgently Needed)**

*Service Ministry - Families, Adults*

## **What we do:**

The Flower Guild prepares and arranges flowers in the church, helping create a beautiful and prayerful space for worship and special services.

## **Who we're for:**

People who enjoy beauty, creativity, and quiet service.

People who like organizing and preparing flowers (*no artistry needed!*). All who like working with their hands and contributing in a reflective way.

## **What volunteering includes:**

- Preparing and arranging flowers for the altar
- Helping with flowers during Easter and Christmas Decorating
- Working independently or in pairs

## **Time commitment:**

Typically once a month during seasons we have flowers (Christmas, Epiphany, Easter, Pentecost, Trinity Sunday)

## **Why it matters:**

Flowers lift the spirit and reflect the beauty of God's creation. This ministry helps set the tone for worship in a meaningful, visible way.

# Acolytes & Chalice Bearers

*Service Ministry  
Youth and Adults*

## **What we do:**

Acolytes assist the clergy during worship—adult acolytes may also administer the chalice. Adults can also serve only as chalice bearers, without needing to acolyte.

## **Who we're for:**

Youth and adults who feel called to serve at the altar.

## **What volunteering includes:**

- Carrying the Cross at the beginning, middle and end of service
- Collecting the Offertory Plates during the service
- Giving out the wine (adults) during communion
- Training as needed

## **Time commitment:**

Rotational; Usually once a month (or less if more people sign up).

## **Why it matters:**

Acolytes and chalice bearers show the congregation that serving at the altar is for more than just clergy, reminding them of their part in leading worship and prayer.

# Lectors

*Reading During the Service  
Open to Youth and Adults*

## **What we do:**

Lectors read the first and second lessons and lead the Prayers of the People during worship.

## **Who we're for:**

People comfortable with public reading and willing to prepare prayerfully.

## **What volunteering looks like:**

- Reading scripture and prayers clearly and confidently
- Participation in worship leadership

## **Time commitment:**

Rotational; Usually once a month (or less if more people sign up).

## **Why it matters:**

Scriptures and the Word of God are central to our worship and formation

# Ushers

*Service Ministry*

## **What we do:**

Ushers assist with seating, offering, communion flow, and overall order during worship.

## **Who we're for:**

Calm, attentive people who enjoy being quietly helpful.

## **What volunteering looks like:**

- Giving out bulletins
- Assisting with Communion
- Passing out the Offertory Plates for offering
- Assisting parishioners during services
- Supporting accessibility needs
- Helping services run smoothly

## **Time commitment:**

Usually once a month.

## **Why it matters:**

Ushers help create a worship environment that is orderly and welcoming.

# Music Ministry

*Choir*

## **What we do:**

The Choir sings hymns and supports the liturgy during Sunday service. Under the direction of the Organist and Choirmaster, the choir also participates in Evensong services.

## **Who we're for:**

Trained singers and musicians.

## **What volunteering includes:**

- Auditioning with the Organist-Choirmaster
- Rehearsing regularly with the choir
- Participating in Sunday and Evensong services

## **Time commitment:**

As determined by the Organist and Choirmaster

## **Why it matters:**

Music deepens the congregation's religious experience during service.

# Vestry

*Church Governing Board*

## **3 openings for 2026 (2 – 1 yr term, 1 – 3 yr term)**

### **Who we are & what we do:**

The Vestry is the governing body of the parish, entrusted with prayerfully discerning vision and providing leadership and stewardship for the life of the church. This ministry is for committed parishioners who feel called to collaborative leadership, thoughtful discernment, and caring for the long-term care of the parish.

There are certain canonical requirements for Vestry service. Ask us about them!

### **What volunteering includes:**

- Monthly Meetings & Committee Meetings
- Strategic decision-making
- Supporting clergy and ministries

### **Time commitment:**

Multi-year term with regular meetings.

2 hour meetings, monthly. 1-2 hour committee meetings, monthly.

### **Why it matters:**

The Vestry helps guide the parish's mission and future.

# Evangelism Committee

*Newcomers & Connection*

## **What we do:**

The Evangelism Committee helps new people feel welcomed, informed, and connected to parish life.

## **Who we're for:**

Friendly faces who enjoy meeting new people, listening, and helping others find their place.

## **What volunteering includes:**

- Newcomer follow-up
- Hosting welcome events
- Hosting community events (ice cream social, pancake supper, dinner gatherings)
- Helping people connect to ministries

## **Time commitment:**

Monthly meeting, planning and coordination

## **Why it matters:**

Belonging is often the first step toward deeper faith and community.

# Property Committee

*Subcommittee of the Vestry*

## **What we do:**

The Property Committee cares for our buildings and grounds so they remain safe, welcoming, and functional for worship and ministry.

## **Who we're for:**

People with skills or interest in maintenance, historic preservation, construction, project management—or those who like practical problem-solving.

## **What volunteering includes:**

- Managing property projects and maintenance
- Long-term planning for facilities

## **Time commitment:**

Monthly meetings, some in-person/planning-focused work.

## **Why it matters:**

Our physical space supports worship, hospitality, and outreach.

# Finance Committee

*Subcommittee of the Vestry*

## **What we do:**

The Finance Committee oversees the parish's financial health, helping ensure resources are managed wisely and transparently.

## **Who we're for:**

People with experience or interest in budgeting, accounting, finance, or strategic planning—or those willing to learn.

## **What volunteering includes:**

- Reviewing financial reports
- Advising Vestry on financial decisions
- Helping plan for long-term sustainability

## **Time commitment:**

Monthly meetings plus occasional projects.

## **Why it matters:**

Good stewardship allows every other ministry to thrive.

# Revenue Subcommittee

*Subcommittee of Finance Committee*

*(Stewardship & Grants)*

## **What we do:**

The Revenue Committee supports the parish by encouraging faithful giving, coordinating stewardship efforts, and pursuing grant opportunities.

## **Who we're for:**

People who enjoy communication, fundraising, relationship-building, writing, or research. People who have written grants.

## **What volunteering looks like:**

- Annual pledge campaign planning and support of Director of Development and Communications
- Grant research and writing
- Helping parishioners connect generosity with mission

## **Time commitment:**

Monthly meetings, seasonal work.

## **Why it matters:**

This ministry connects generosity with God's work in and through our parish.

# Welcome Table

*Greeters/Ambassadors*

## **What we do:**

The Welcome Table is the first point of contact on Sunday mornings, offering hospitality and information with warmth and care.

## **Who we're for:**

Anyone who enjoys greeting people and helping them feel at ease.

## **What volunteering includes:**

- Welcoming people at the back of the church.
- Answering questions
- Sharing parish information

## **Time commitment:**

Typically one Sunday per month.

## **Why it matters:**

A warm welcome can transform someone's experience of church.

# Open Hearts Cafe

Feeding & Clothing  
Our Neighbors

## **What we do:**

Open Hearts Cafe serves our neighbors with dignity and compassion by providing meals, clothing, and a welcoming place to be known and cared for.

## **Who we're for:**

Anyone with a heart for one-on-one service, hospitality, organizing donations, listening, laughing and learning.

## **What volunteering includes:**

- Serving meals
- Sorting and distributing clothing
- Set-up and clean-up
- Being a friendly, open-hearted and respectful presence

## **Time commitment:**

2-3 hours per volunteer slot (Tuesdays and Sundays)

## **Why it matters:**

This ministry is one of the most visible ways we live out Christ's call to love our neighbors. It is also a wonderful way to connect with our local community.

# Budding Ministries

*Includes Youth and Family Ministries and 20s/30s Social Club*

## **What we do:**

Budding and restart ministries create pathways for parishioners to feel a sense of inclusion and belonging.

## **Who we're for:**

Anyone who enjoys finding ways to welcome parishioners; people who feel called to lead a ministry in the congregation.

## **What volunteering includes:**

- Organizing events
- Creating materials and resources
- Listening to the needs of the congregation

## **Time commitment:**

Dependent on the budding/restart ministry you feel called to.

## **Why it matters:**

Allows parishioners to create new pathways to community building

# Not Sure Where You Fit? Start Here.

You don't need experience, just a willingness to serve.

## **If you like PEOPLE & CONNECTION**

- Welcome Table
- Ushers
- Evangelism / Newcomers
- Open Hearts Cafe

## **If you like QUIET, BEHIND-THE-SCENES work**

- Altar Guild
- Property Committee
- Finance Committee

## **If you like WORSHIP & LITURGY**

- Acolytes
- Lectors
- Altar Guild
- Music Ministry (if applicable)

## **If you like ORGANIZING, STRATEGY, or LEADERSHIP**

- Vestry
- Finance Committee
- Revenue Committee

## **If your TIME is LIMITED**

- Ushers
- Welcome Table
- Lector (once/month)
- Seasonal Open Hearts Cafe help

**Still Not Sure?** No Worries. Take your time and jump in when ready!

# Have an Idea? Let's Connect!

The Spirit is always moving—and often new ministries begin when someone notices a need or feels a gentle nudge. If you have an idea that isn't named here, we want to hear it.

Throughout the Gospels, Jesus sends people out together, not alone—so that they might support one another, learn from one another, and grow together. In the same spirit, we encourage new ministries to begin in partnership. No one is expected to carry the work by themselves.

Sometimes a ministry begins with a conversation, a season of prayer, or a small shared step forward. Let's listen together and discern where the Spirit may be leading us.

## Questions to consider

- Is there a ministry you wish we had?
- What are you passionate about that you don't find here?
- Is there a need you've noticed that we might be missing?
- Is there a skill or experience you bring that could bless others?
- Is there something you'd like to explore with a partner rather than alone?

## **The Church of the Holy Trinity - Clergy and Staff**

The Rev. Rachel Wenner Gardner, *Rector*

The Rev. John Gardner, *Rector*

Benjamin Leiby, *Organist-Choirmaster*

Robyn Schnieders, *Director of Operations & Outreach*

Inaara Neal-Shiraz, *Director of Development & Communications*

Karen Majer, *Rentals & Events Manager*

Demetrius Swinson, *Operations Coordinator AKA Superman*

Shawn “Shiz” Futch & Mike Whitney, *Operations Support*

Victoria Alfred-Lerew & Chiquita Anderson *Welcome Coordinators*

Jack Baranoski, Boyden Gardner, & Jonah Shortall, *Streaming Services*

Dr. Stephen Framil, *Musician-in-Residence*

Dr. John French, *Organist-Choirmaster emeritus*

## **The Choir of Holy Trinity**

Aimee Pilgermayer, Gail Caruso, Stephanie Demane, Franny Geller, Hannah Bashore, Erica Rose Smith, Patricia Conrad, Maiya Williams, Justine Hansen, Eddie Rubeiz, Samuel Evans, Samuel Keeler, Andrew D. Gutknecht, Thomas Kneeland, Alex Mathews, William Dowling, John Miles

## **The Church of the Holy Trinity - Vestry**

Brian Conroy, Phillip Duffy, Alyssa Force, Monica Heuer, Margaret Hughes, Simson Hui, Susan Leidy, Jeff McEldowney, Ali Shott, Daniel Tancredi

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