

**Trinity Presbyterian Church**  
**156 Florida Park Drive, Palm Coast FL 32137**  
**Annual Commitment of Time and Talents**  
**Committee's Lists of Service Opportunities**

**Member Name** \_\_\_\_\_ **Date** \_\_\_\_\_  
**Address** \_\_\_\_\_ **Telephone** \_\_\_\_\_

Listed below and on the reverse side are the activities and services available at Trinity Presbyterian Church. The major groupings are the committees responsible for the activities/services. The first item in each group (with the \*) indicates a willingness to serve on the committee. The items below each of these are the specific duties performed by individuals for this committee. Please mark the items as follows:

1. For those tasks you are currently performing, place an X in that box.
2. For those tasks you would be willing to add, circle the box (no X).

When complete, please return the form to the church. Many thanks for your service.

**Christian Education Committee**

- Serve as Committee Member\*
- Sunday School Participation
- Adult Bible Study/Forums
- Sunday School Leadership
- Children Ages 3-4, Kindergarten
- 2<sup>nd</sup> Grade, Grades 3 to 5-Mentors
- Youth in 6-8<sup>th</sup> Grade-Mentors
- Youth in 9-12 Grade-Mentors
- Substitute Sunday School Leaders
- Summer Vacation Bible School
- Nursery
- Church Library Maintenance-Separate List

**Congregational Life Committee**

- Serve as Committee Member\*
- Organize Memorial Receptions
- Provide Food for Memorial Receptions
- Provide Punch or Ice Tea for Receptions
- Assist Other Committees with Special Events
- Host Confirmation Dinner
- Host or Assist with Potluck Dinners
- Oversee Holiday Fair
- Buy Kitchen Supplies

**Board of Deacons\*\***

- Serve on the Board of Deacons\*
- Hospital Visitations
- Home Visitations
- Phone, Mail, Email
- Support for those that are sick or for Special Occasions.

**Board of Deacons (Cont.)**

- Prepare and/or Deliver Meals
- Deliver Flowers to the Sick/ Shut-in's

**Evangelism & Membership Committee**

- Serve as Committee Member\*
- Greeter Scheduler
- Greeter
- Webmaster
- Website Editor
- Church Directory Photographer
- Directory Data Entry
- Coffee Mug Ministry
- New Member Dinner
- Trinity Times hardcopy Distribution

**Facilities Care**

- Serve as Committee Member\*
- Carpentry
- Plumbing
- Painting (Walls, Trim, etc.)
- Landscaping Maintenance

**NOTES**

- \* Includes Active participation in the Following Activities
- \*\* Must be a member of the church for one year; be nominated and elected at the Annual Congregational Meeting and support the church financially.

**Trinity Presbyterian Church**  
**Annual Commitment of Time and Talents**  
**Committee's Lists of Service Opportunities (Cont.)**

**Finance Committee**

- Serve on Finance Committee\*
- Monitor Financial Controls of the Church
- Develop Annual Church Budget
- Plan and Conduct Annual Stewardship Campaign
- Participate in Monday Morning Counting
- Lead or be a Member of Annual Financial Review Standing Committee
- Encourage and Help Manage member Endowments made to the Church
- Manage Memorial Gifts Donated by Church Members
- Direct Celebration of Life Brick program
- Maintain and Upgrade Computers

**Mission & Social Concerns**

- Serve on Mission Committee\*
- Work at the Resource Center
- Bring Food for Resource Center
- Donate Clothing, Toiletries and Supplies for Duvall
- Buy Gifts for Christmas Angel Tree
- Give to Mission Birthday Program
- Contribute to One Great Hour of Sharing
- Take Part in Jamaica Medical Mission\*\*
- Donate to Family Food Program (Gilda Blair)

**Special Music Events**

- Serve on the Events Committee\*
- Participate in Selection, Promotion and Conduct of Annual Concert Series
- Arrange for Printing of Tickets, Concert Schedule Brochures and Programs
- Contact and Secure Business Advertising Financial Support
- Make Arrangements for Advertising Events in Local Newspapers and Radio Stations
- Participate in Sale of Tickets for Each Event
- Usher at Events and handle Collection of Free Will Offerings

**Trinity Loving Care Pre-School\*\*\***

- Serve on Trinity Loving Care Pre-School Committee\*
- Help with Special Events
- Speak to Children about Multi-Cultural Experiences
- Music
- Dance
- Crafts
- Storytelling
- Cooking

**Worship & Music**

- Serve on the Worship & Music Committee\*
- Sanctuary Guild Coordinator
- Sanctuary Guild Responsibilities-Separate List
- Contemporary Worship Technician
- Contemporary Worship Visuals
- Traditional Service Sound Technician 8:15 & 11:00 AM Services
- Communion Preparation
- Lay Reader for 8:15 & 11:00 AM Services
- Assist in Nursery—Sunday AM
- Usher Captains and Usher Teams
- Church Safety and Security
- Sing in Choir, Ensemble, Solo
- Bell Ringer
- Church Operations on Sunday, Daily, Weekly, Monthly and Seasonally
- Assist under the direction of Custodian
- Instrumentalist or Singer in Contemporary Worship

**NOTES**

\* Includes Active participation in the Following Activities

\*\* Medical Personnel

\*\*\* All volunteers for TLC Pre-School must undergo background checks and live scan fingerprinting before working with children. The specific activity Must be approved by the School Director.

(update 12SEPT14)