

PARISH MINISTRIES

MINISTRY	DESCRIPTION	COORDINATORS
Altar Guild VOLUNTEERS NEEDED	Prepares for sacred worship at liturgical celebrations. Prepares and cares for linens, vessels, banners, flowers, vestments. Members of congregation serve one week of every month and meet occasionally to discuss plans for liturgical celebrations.	Sharon Fritz Kathy Madden
Acolytes	Training available, contact coordinator. Contact church office for scheduling.	Ed Hood, Training Kathy Cortese, Parish Manager 708-448-1200 k cortese@transfigpalos.org
Eucharistic Ministers	Assist rector during communion. Training required, contact rector. Contact office for scheduling.	Rector or Kathy Cortese, Parish Manager 708-448-1200 k cortese@transfigpalos.org
Readers	Read lessons during services. Training available. Contact office for scheduling.	Rector or Kathy Cortese, Parish Manager 708-448-1200 k cortese@transfigpalos.org
Intercessors	Reads Prayers of the People during the service. Training available. Contact office for scheduling.	Rector or Kathy Cortese, Parish Manager 708-448-1200 k cortese@transfigpalos.org
Greeters/Ushers	Greeters welcome members and engage visitors. Ushers bring alms, food baskets, bread and wine to the altar, guide people to communion, count participants, distribute bulletins. All church members are encouraged to participate. Contact office for written guidelines and scheduling.	Kathy Cortese, Parish Manager 708-428-1200 k cortese@transfigpalos.org
Music/Choir VOLUNTEERS NEEDED	Adult singers perform at the 10 am Sunday services and special events. Rehearsals precede the service. Organ, piano and chimes. Guest instrumentalists are welcome.	Beverly Opelka, Interim Director
Coffee Hour VOLUNTEERS NEEDED	Written instructions available. Coffee, tea, plates, cups, sugar provided. Volunteers provide food (cookies, fruit, etc.) Sign-up sheet for each Sunday located on main bulletin board in church foyer.	Kathy Cortese 708-428-1200 k cortese@transfigpalos.org See sign-up sheet in foyer

Vestry	The vestry, composed of the rector, two wardens and a group of parishioners, is the elective body of the parish which administers the secular affairs of the church. Vestry members are elected by the parish at the annual meeting. The wardens serve two year terms, and vestry members serve three year terms.	Helen Fitch, Sr. Warden Cathi Ratay, Jr. Warden
Building and Grounds	Building maintenance and repair estimates and contractor contact. The Green Team plants and maintains our outdoor gardens. Teams of volunteers perform spring and fall cleanups.	Building: Bea Hiznay Brooks Beardsley Green Team: Kathy Madden Sue Burke
Children and Youth Ministry	Oversees our church school programs, Children's Chapel, Sunday nursery, assists rector with Solemn Communion and Confirmation, organizes inter-generational activities and outreach programs. Teacher sign-up - large yellow poster board on the easel in the main church foyer. Teach three consecutive Sundays per unit.	Debbie Trapp, Director Children & Youth Ministries Jeanne Preston, Church School Assistant
Daughters of the King	The Order of the DOK is a lay order of Christian women who follow a Rule of Life committing them to a ministry of prayer, service and evangelism. Approximately nine meetings per year, anyone interested may attend. Training is offered.	Katherine Hamann, President Jan Jaekel
Episcopal Day Care and Learning Center – Board	The Board is a committee of the Vestry which oversees the business operation of the Day Care and Learning Center. Members are elected for 3-year terms and attend five meetings per year on the 4 th Tues designated months.	Dee Wagner, Chair Karen Wirth, Secretary
TranScripts Monthly Newsletter	Our newsletter is published monthly and contains information about parish life and important events. Submit articles to Parish Manager for publication on the first of each month.	Kathy Cortese, Editor 708-428-1200 kcortese@transfigpalos.org