

# Handbook about life at

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**Trinity Lutheran Church**  
2200 Broadway St.  
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**“A Mission Outpost in a Troubled World”**

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**October 2014 vs. 6**

## Weekly Rhythm of Events

**Overall:** Trinity operates on a school calendar schedule for most of its ministries. This schedule reflects a “typical” week at Trinity from September-May. Most ministries “pause” in the summer. Year-round & summer ONLY events are noted.

### Sundays

\*Worship Team Rehearsal-7:30-8:00am-leads 8:00am worship, directed by Valerie Hess

\*Sunday School Opening-9:15-9:30am-songs and prayers, held in Trinity’s fellowship hall

\*Nursery Open-9:15-11:30am-Trinity’s nursery open and staffed, youth ages 0-5 welcome

\*Youth Sunday School Classes-9:30-10:20am-held in Trinity’s downstairs classrooms, 3 yrs old-high school

\*Adult Education Classes-9:15-10:20am-held in Trinity’s Chapel, taught by Pastor Mark

### Mondays

\*Prayers for Peace-12noon-30 minute time of prayer held in Trinity’s Chapel; year-round

\*Senior Yoga class-1:30-3:30pm-held in Trinity’s fellowship hall (fee\$); year-round

\*Christ’s Crew M&M’s-5:30-7:30pm-dinner & fun event for middle schoolers; summers only

### Tuesdays

\*Staff Meeting-2:30-4:00pm-held in Trinity’s Conference Room; year-round

### Wednesdays

\*Confirmation Pizza & Class-5:45-7:00pm-6th-8th grade youth meet for pizza in Trinity’s Fellowship Hall for pizza dinner and then break into confirmation classes

\*Youth Choir Rehearsal-6:00-6:45pm-All 1st-5th graders welcome, directed by Jeanine Marsh

\*LOFT-5:45-7:00pm-High School Youth meet for pizza dinner (fee\$) and do bible study, held in downstairs Youth Room

\*Wednesday Night Bible Study Class-7:00-8:30pm-held in Trinity’s conference room, taught by Pastor Mark.

\*Adult Choir Rehearsal-7:30-9:00pm-Adult Choir leads 10:30am worship, meets in chapel, directed by Leila Heil

### Thursdays

\*Men’s Breakfast Bible Study-7-8am-meet in fellowship hall, led by Pastor Mark; year-round

\*Faith & Issues Discussion Group-9:15-11:15am-meet at Frasier Meadows in Boulder, led by Dave McRitchie, Pastor Gene Brueggemann; year-round

\*Al-anon-6:15-7:30pm; 7:30-9pm-meet in Trinity’s fellowship hall; year-round

### Fridays & Saturdays

*\*no “regular” weekly events at Trinity\**

### Occasionally

\*Piecemakers-meet to sew quilts on a Thursday or Fri-

day morning as called by the group

## Monthly Rhythm of Events

**Overall:** Trinity has several ministries that meet/gather a certain day of the week of the month. All events are held at Trinity unless otherwise noted.

### 1st Week of Month

\*Evangelism Committee Meeting-meets on first Sunday of the month after 10:30 worship service

\*Worship & Music Committee Meeting-meets on first Monday of month, evening

\*Property Committee Meeting-meets on first Tuesday of month, evening

\*Executive Committee (officers of Church Council & Pastor Mark)-meet on first Thursday of month, 6pm

### 2nd Week of Month

\*Lunch for the Hungry-Serve lunch 12:30-1:30pm on second Sunday of month in Trinity's fellowship hall, need volunteers to help serve

\*Adult Education Committee-meets on second Tuesday of the month, evening

\*Monthly Senior Trip-Seniors go out to lunch on second Wednesday of the month

\*Missions Committee-meets on second Thursday of the month, evening at the Twietmeyer home

### **3rd Week of Month**

\*ENNNR's (Empty Nesters, Nearly or Newly Retired) -  
meet on the third Sunday of the month at the home of a  
member, evening

\*Youth Education Committee-meets on third Monday of  
month, evening

\*Church Council-meets on third Tuesday of the month,  
evening

\*Holy Communion Service at Golden West-held on third  
Wednesday of each month, morning

\*Sandwiches for Bridge House Day Shelter-made on third  
Friday of each month, morning

### **Last Week of Month**

\*Youth Vision Team Meeting-meets on last Tuesday of  
month, evening

### **4th Week of Month**

\*Stephen Ministry Supervision-meets on fourth Monday  
of month, evening

\*Afternoon Circle-meets on fourth Wednesday of month,  
afternoon

### **15th of Month**

\*Holy Post Newsletter Deadline-all items to be included  
in next month's newsletter due into church office

### **25th of Month**

\*Holy Post Newsletter Assembled & Mailed-Trinity's  
newsletter for the upcoming month is mailed out to  
members & friends around this date each month

# Annual Rhythm of Events

## JANUARY

\*Church Council Retreat-Council plans & sets goals for the year-Friday night/all day Saturday, 2nd weekend

\*Synod's Junior High Youth Gathering in Colorado Springs-Fri-Sun, Martin Luther King weekend

\*Men's Retreat-Friday night & all day Saturday, 4th or 5th weekend

\*Annual Report (of previous year's ministries) to the Congregation-Report comes out 1 week before Congregational Meeting

\*Congregational Meeting-Last Sunday in January, immediately after 10:30 worship service, focus is the Annual Report and the direction for the coming year, including report on year end \$

\*High School LOFT Ski Retreat-Friday-Sunday, could also be in February/March

## FEBRUARY

\*Souper Bowl of Caring-Food drive at Trinity to help EFAA, Super Bowl Sunday weekend

\*Hunger Month-event coordinated by Social Ministry, Advocacy Ministry, & Youth Ministry, different focus each Sunday morning

\*New Member Class Starts-usually meets for 4-5 weeks on Sundays at 11:45am

\*Confirmation Youth 30 Hour Planned Famine-youth don't eat for 30 hours to raise their own awareness of hunger and money for World Hunger Relief-last weekend of month

\*College Care Packages Mailed-youth package goodies to send to Trinity members stationed in the military or away at college

\*Women's Retreat-Fri-Sun at YMCA of the Rockies in Estes Park, either October or November, or February/March.

\*Ash Wednesday/Lent Begins-Worship at 10am & 7pm with Imposition of Ashes, Holy Communion at communion rail

## MARCH

\*Mid-Week Lenten Soup Suppers-each Wednesday at 6:15pm

\*Mid-Week Lenten Worship-each Wednesday at 7pm

\*Spring Break-usually no youth Sunday School or Confirmation Classes, last week in March, follows BVSD schedule

\*Social Ministry Funds-collected from year of grocery card sales dispersed to area nonprofits

## APRIL

\*Lilies available for purchase for Easter celebration

\*Holy Week (can be late March or in April)

\*\*Palm Sunday-Ecumenical Blessing of Palms and Procession from St. John's Episcopal to respective churches, at 10am with downtown churches on Pine Street, 8am & 10:30 worship at Trinity

\*\*Maundy Thursday-Worship at 10am & 7pm, Washing of Feet, Holy Communion, and mixing of Oil for Anointing

\*\*Good Friday-Seven Last Words of Christ community worship at St. John's Episcopal 12noon-3pm; Good Friday Tenebrae Service (Increasing Darkness) at Trinity at 7pm

\*\*Easter Vigil Service in Trinity's Chapel at 7:30pm on Saturday evening

**APRIL, cont.****\*Easter Morning**

\*\*Sunrise Service at Boulder Reservoir, time of sunrise

\*\*Easter Breakfast (pancakes & sausage) served by Confirmation Youth 7:30-10:15am

\*\*Festive Worship at 8am & 10:30am with brass, all choirs, etc.

\*8th grade Confirmation Youth-Led Worship-Sunday morning usually mid to late April

\*New Trinity Address Directory published

\*Pine Ridge Indian Reservation Mission Trip to Pine Ridge, SD to work on projects (youth and adults)

**MAY**

\*Trinity Youth Community Funds Dispersed during worship- usually 1st Sunday of month

\*Silent Auction - Mission Trip Fundraiser. Typically help 1s Sunday of May

\*Volunteer Appreciation Sunday-usually 1st Sunday of May or June

\*Time & Talent Sheets-Congregants mark which ministries they are curious about, interested in working with, or already work with. Ministry group then contact those interested in helping

\*Sunday School Year End Celebration-usually Sunday before Confirmation

\*LOFT Graduation Brunch-Celebrating those who graduate that spring, after 10:30 worship service, put on by High School Youth

\*Confirmation Sunday-usually Sunday BEFORE Memorial Day weekend; Youth present their faith statements at 9:30am to congregation in chapel, confirmed at 10:30am worship

**JUNE**

\*Church Picnic at North Boulder Park (includes 10:30 worship there)-usually 1st weekend in June; 8am worship held at Trinity

\*Day Trippers (Middle Schooler 3-day trip)-camping or service project work, rotates by year

\*Christ's Crew M&M's- Middle Schoolers meets on Monday nights June & July, into first Monday in August

\*Intro to Camp & Junior Camp (current 1st-5th graders) at Rainbow Trail Lutheran Camp (near Canon City, CO), usually 2nd full week of June, registration in fall before on own

\*Rainbow Trail Day Camp at Trinity-usually last week of June, registration begins first Sunday in May

**JULY**

\*LOFT to Waterworld for Day

\*Casas Mission Trip to Juarez, Mexico, always Saturday-Tuesday to build two homes, registration begins in May. Could also be in June.

\*Confirmation Camp at Rainbow Trail Lutheran Camp (near Canon City, CO), registration in winter handled by Trinity

\*Senior High Camp at Rainbow Trail Lutheran Camp (near Canon City, CO), registration in fall on own

\*LOFT Summer Trip-often late July or early August, registration begins fall before

## AUGUST

\*Christ's Crew to Waterworld for Day

\*Church Campout-at Baby Doe Campground in Leadville, CO, usually 1st or 2nd weekend, registration done in March-May

\*Rally Day-Sunday School kicks off for year, usually first Sunday after BVSD schools begin

\*Youth Fall Kick-off-Youth Ministry potluck after 10:30 worship, each youth group meets with adult leaders and Youth Director to plan and talk about upcoming year

\*Church Anniversary Sunday-Celebration of Trinity's founding in 1896. Usually fourth Sunday in August.

## SEPTEMBER

\*Progressive Dinner-held at member's homes in one area; typically dessert and appetizers are all together at two different houses and then participants divided up to various homes for entrée, typically a Sunday afternoon starting at 4pm

\*Bible Sunday -give Bibles to 3<sup>rd</sup> & 6<sup>th</sup> Graders-usually 2nd or 3rd Sunday of month

\*Regular Ministry Programs Resume

- Adult Education: Sun AM; Tues/Wed evenings; Thur AM
- Choirs: Adult, Youth, Worship Team, Bells
- Confirmation: Orientation & classes on Wednesday evenings
- LOFT: Wed evenings

\*CU Parking Fundraiser Dates-dates determined by CU's Home Football Schedule

\*New Member Class Starts-usually meets for 5 weeks on Sundays at 11:45am

\*LOFT High School Youth Register for Senior High Youth Gathering held in November

## OCTOBER

\*Trunk or Treat-members decorate the trunk of their car and park in Trinity's lot; youth walk around and "trunk or treat" from car to car; 30 minutes BEFORE Halloween Carnival

\*Youth Halloween Carnival-FREE carnival of games, food, & prizes for kids up to 5th grade in Trinity's fellowship hall, put on by Christ's Crew & LOFT youth, always weekend BEFORE Halloween (not Halloween weekend)

\*Luther Day-always the same as Reformation Day, fundraiser for Trinity Youth Community Fund, youth serve "Lutheran-style" lunch after 10:30 worship service and sell Lutheran apparel

\*Annual Meeting-Election of Council Members, Nominations Committee, etc. and Ministry Spending Plan approved for next calendar year, usually last Sunday of month

\*Women's Retreat-Fri-Sun at YMCA of the Rockies in Estes Park, either October or November, or February/March.

\*Renewal Weekend-one weekend of events sponsored by Evangelism for spiritual renewal, sometimes done in spring instead

\*CU Parking Fundraiser Dates-dates determined by CU's Home Football Schedule

\*New Trinity Address Directory published

## NOVEMBER

\*CU Parking Fundraiser Dates-dates determined by CU's Home Football Schedule

\*All Saint's Sunday-first Sunday in November, when names of those who have died are remembered, also when Weaving Wall is updated for year with surnames of members

\*Stewardship Emphasis-2 or 3 Sundays that emphasize stewardship, stewardship packets are distributed and financial commitment cards turned in for next calendar year

\*Rocky Mountain Synod's Senior High Youth Gathering often at YMCA of the Rockies, Estes Park, always weekend BEFORE Thanksgiving, Friday-Sunday

\*Casas Mission Trip-always Saturday to Tuesday of weekend BEFORE Thanksgiving to Juarez, Mexico to build two homes, registration begins in September

\*Ecumenical Thanksgiving Eve Worship Service & Pie Fellowship Hour-do with other downtown churches, rotate location of service & pie event

\*New Church Year Begins with Season of Advent-last Sunday of the month

\*Family Household Ministry Event-usually make a craft for Advent (Advent wreaths, making Chrismons, Advent calendars, etc.), held at 9:15am on First Sunday in Advent

\*Summer Registration opens for Rainbow Trail Lutheran Camp weeks (Canon City, CO), [www.rainbowtrail.org](http://www.rainbowtrail.org); brochures also available at Trinity

\*Middle School Youth Register for Junior High Youth Gathering held in January

Christmas story in the parade, first Saturday of December, built in afternoon, parade at night with cookies & hot chocolate afterwards at Trinity

\*Boulder Renaissance Recorder Concert-Sunday afternoon (usually 4pm), first Sunday in December

\*Giving Tree-Trinity gets names of youth from Mission Partner congregation's After School Program in Denver. Gifts are due back at Trinity Sunday before Christmas.

\*Christ's Crew Snowtubing -Middle School Youth go snowtubing to Frasier, CO

\*Caroling to Homebound-Sunday before Christmas, meet at Trinity at 5:15pm, cookies & hot chocolate afterwards

\*Setting up of Pew Candlesticks-AFTER 10:30 worship on Sunday before Christmas, ask congregation to stay and help decorate the sanctuary with Pew Candlesticks

\*Poinsettias purchased-members have option to buy a poinsettia to help decorate the church for Christmas

#### \*Christmas:

\*Christmas Eve-Family-oriented worship at 4pm & 6pm; Christmas Carol Sing-a-long at 10pm and Lessons & Carol service at 10:30pm. 4pm service every other year becomes a Christmas Pageant (if enough interest). All services (except pageant) include Holy Communion and singing Silent Night by Candlelight

\*Christmas Day-10am worship in Chapel. When Christmas falls on a Sunday, worship will be our "regular" time of 10:30am

\*New Year's Eve Service-6pm worship service in Chapel

## DECEMBER

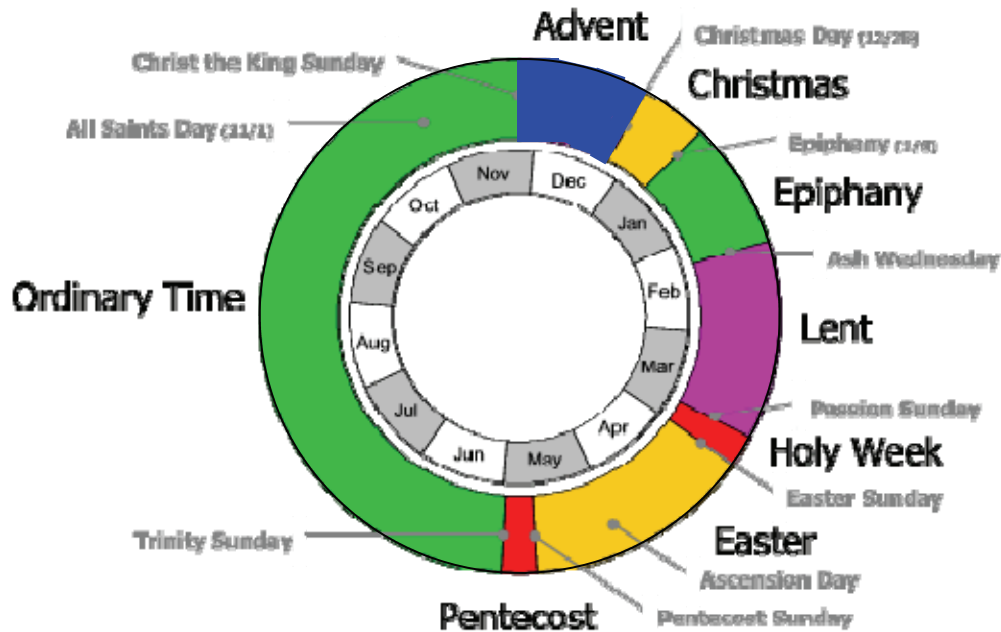
\*Christmas Tree -Put up Trinity's trees decorated-first Saturday of December at 8am

\*Lights of December Parade-Trinity has a float of the original



## An approximation of our Liturgical Calendar

*Notice we start the church year in Advent (at the top) and go clock-wise around. We repeat the calendar one time a year.*



**Blue:** Color of hope, used during the Advent season

**White or Gold:** The color of joy & victory, used for Christmas & Easter

**Green:** The color of life & hope, is used during Epiphany and Ordinary Time, also known as the Sundays in Pentecost

**Purple:** Color of repentance, reminds us we are preparing for the coming of Christ, used in the season of Lent.

**Red:** The color of blood & fire, recalls the Holy Spirit, used on Palm Sunday, Pentecost, & other festival days, including Confirmation.

## Some of the “Church” Terms You’ll Hear Around Trinity

**Acolytes:** Greek for “attendant.” Liturgical leaders who light the candles and serve in such roles as bannerbearer, crucifer, server and the like.

**Agnus Dei:** Latin for “Lamb of God.” Pronounced AHN-yoos DAY-ee. First liturgical piece sung during the distribution of Communion.

**Antiphon:** Greek for “an answering melody.” A brief verse from a Psalm or other part of Scripture, sung before and after Psalms and canticles.

**Cantor:** A singer who sets the pitch and who leads the singing of liturgical music.

**Chalice:** Latin for “cup.” A cup used for communion wine.

**Chancel:** From Latin. That section of a worship space in which are located the altar and pulpit.

**Collect:** Latin for “to bring together.” A brief liturgical prayer of petition, following a distinctive form (we call it “The Prayer of the Day.”)

**Corporal:** Latin for “body.” A square linen placed over the fair linen on which the sacred vessels for communion are placed. It is symbolic of the linen wrapped about the face of Jesus when he was laid in the tomb.

**Credence:** Latin for “sideboard.” A table or shelf near the altar on which the Eucharistic linens and vessels are kept prior to the setting of the table. It is covered with a white linen cloth.

**Crucifer:** Latin for “cross.” The acolyte who carries the processional cross in a liturgy.

**Doxology:** Greek for “honor” or “glory.” An expression of praise to the Holy Trinity, usually beginning with the word *glory*.

**Eucharist:** Greek for “thanksgiving.” A term for Holy Communion.

**Fair Linen:** The linen cloth that covers the length of the altar. It is symbolic of the linen which the women used to wrap the body of our Lord in when he was laid in the tomb.

**Flagon:** Latin for “bottle.” A container for additional communion wine.

**Font:** Latin for “fountain” or “spring of water.” The pool or large basin which holds water for Holy Baptism.

**Hosts:** Bread in the form of wafers used as an earthly element, along with wine, in the Holy Communion.

**Hymn of the Day:** The principal hymn in the Eucharistic liturgy which we sing right after the sermon.

**Intinction:** Latin for “to dip in.” A mode of ministering Communion by dipping the consecrated host into the chalice of consecrated wine.

**Kyrie:** Greek for “Lord.” Greek title for a liturgical prayer asking divine help.

**Lectern:** Latin for “reader.” A reading stand from which Biblical lessons may be read during corporate worship.

**Lectionary:** Latin for “reading.” A book containing those sections of Holy Scripture appointed to be read during the liturgy throughout the church year.

**Narthex:** Interior entrance hall of a church building, leading to the nave.

**Nave:** Latin for “ship” and referring to a fourth-century image of the church building as a ship. The place where the congregation gathers for corporate worship; the nave is between the narthex and the chancel.

**Pall:** Latin for “mantle.” A stiff material covered with linen to cover the chalice.

**Paraments:** Fabric hangings of various liturgical colors used to adorn the altar, pulpit, and lectern.

**Paten:** Latin for “shallow dish.” A shallow plate for communion bread.

**Piscina:** Shallow basin or sink connected by a pipe directly to the ground. Drain to dispose of water used in baptisms or consecrated communion elements; returns those particles directly to the earth.

**Propers:** Those parts of the Eucharistic liturgy and of the prayer offices which vary to reflect the emphasis of the day or season of

the church year being celebrated.

**Purificator:** Latin for “cleanse.” A small napkin used to cleanse the rim of the chalice.

**Pyx:** Latin for “box.” A round covered box for additional communion wafers.

**Rubrics:** Latin for “red.” Directions for leading and participating in a liturgy. In the front section of the actual hymnal, these directions are printed in red in between the parts of the liturgy.

**Sacristy:** Latin for “holy.” A room in the church building, usually adjacent to the worship space, in which vestments, paraments, linens, sacramental vessels, candles, and other liturgical items are stored and made ready for use. Sacristies originated in the early fifth century in Syria.

**Sanctuary:** Latin for “holy place.” That area in the chancel which includes the altar and the space immediately surrounding the altar.

**Stanza:** The unit of a hymn, consisting of a series of poetic lines (known as verses).

**Triduum:** Latin for “three days.” The three days of Holy Week which focus intensely on Christ’s passage from death to life; from Maundy Thursday evening through Easter evening.

**Veil:** Latin for “cloth covering.” A linen cloth used to cover all the communion vessels.

**Vestments:** Various items of liturgical clothing.

**Worship:** Old English for “worthy.” Offering adoration, praise, and thanksgiving to God in recognition of God’s holiness and in response to what God has done, continues to do, and promises yet to do for his people and for all creation.

## Other Details about Trinity

**Parking Lot**-Trinity leases our parking lot during weekday, business hours. If you come to Trinity during that time, park in any spots with Trinity stamped on the pavement (5 spots on west side, 7 on east side near church van), or right next to building. A small cross sticker in a corner of your rear window helps us identify “Trinity” cars. Cross stickers available from church office.

**Wi-fi**-Trinity has a wi-fi network. Key for this is posted outside church office or on bulletin board in narthex.

**Nametags**-Please wear your nametag on Sunday mornings when at Trinity. If you do not have one, please sign up for one on the sign-up sheet on the table in the narthex.

**Young Children Resources**-Trinity has an upstairs cry room (the upstairs Conference Room) that allows its occupants to still hear the service. WOW (Worship Our Way) bags are available on the tri-fold bulletin board in the narthex with many child-friendly items to keep youngster’s focus. Trinity has a staffed nursery (9:15am - 11:30am) for youth age 0-5 in the basement off of the north stairwell. A beeper system is in place for parents who use the nursery.

**Educational Resources**-Trinity has both an Adult Church Library (located off southeast corner of Chapel) and a Children’s Church Library (located off southeast corner of fellowship hall). Anyone is welcome to check out any of the books, videos, etc in either location.

**Spiritual Resources**-Trinity’s Chapel has a Prayer Station where you can light candles and take time for quiet prayer. Trinity’s Chapel, Prayer Station, and Sanctuary are available for private prayer and mediation during Trinity’s regular church office hours and as the rooms are not previously scheduled.

**Trinity’s Church Office Hours**– Mon-Thur 8am-4pm; Friday 8am-2pm.

**Communications**-Trinity does much of its communication through email. We send out a weekly email to the entire congregation called the **Trinit-E-Connection on Wednesdays**, highlighting the next week’s (Wed-Tues) events. The Youth Director also sends out one specific to youth events (**Youth E-connection**) on **Tuesdays** to all parents with youth ages K-12th grade. Also, as needed, we send “**Special Edition**” **E-connections**, drawing special attention to upcoming events, happenings in the congregation. We also put announcements in the weekly printed Sunday bulletins and upcoming events on our website, [www.trinityboulder.org](http://www.trinityboulder.org) and our Facebook page, [www.facebook.com/trinityboulder](http://www.facebook.com/trinityboulder). The Holy Post Newsletter is printed and mailed monthly.

**Address/Phone Directories Available**-Trinity updates its address & phone numbers of the congregation two times a year, usually April & November. Current copies are always available on the heater in the narthex.

**Picture Directories Available**-A picture directory is typically updated every 5-10 years and the current copies are always available in the narthex. We also update the collage of pictures of members & friends every year in the summer. The current version is on display in the narthex.

**Offerings/Donations**-Can be given on Sunday mornings in cash or check form, (preferably in assigned numbered offering envelopes). Extra envelopes are available in the pews if needed. Credit/debit cards are now accepted through [www.trinityboulder.org](http://www.trinityboulder.org). To donate stock or other goods, please contact the church financial secretary, AD Chesley.

**Electric Funds Transfer**-Offerings can also be given by Electronic Funds Transfer (EFT) thru Simply Giving. Cost is FREE and offerings can be taken directly from a checking or savings account and deposited into Trinity’s account weekly, twice monthly, or once monthly. Complete a registration sheet for Simply Giving (forms found on heater in narthex) and turn it into the church office with a voided check or complete the check routing information on the form.

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