



Voice of Trinity

Proclaiming Jesus Christ to the World

Trinity Lutheran Church, E.L.C.A.
1415 South McDuff Avenue
Jacksonville, Florida 32205

October
2017

Church Office: (904) 389-5341
FAX: (904) 381-1381
tlcjax@trinity4jax.org
Website: trinity4jax.org

Freed & RENEWED
in Christ 500
YEARS OF GOD'S
GRACE IN ACTION



**500th Anniversary of
the Reformation**



MARTIN LUTHER
1483-1546



Neighbors helping Neighbors

Hurricane Irma impacted all of our lives in some way for all who live in Florida. Over the weeks since the storm we have been sharing and hearing the stories of the damage, the flooding, the loss of property, the injuries, and even of the deaths in different parts of the state that have been contributed to Irma. One drives around Jacksonville and see the piles of tree limbs knowing that the clean-up will take months to complete. There have been people in Trinity’s congregation that experienced significant damage and I have heard some moving accounts of people who lost much of their property or a family member’s property due to the flooding of their homes. We continue to keep in our prayers all who are recovering from this storm and from the storms of Harvey and Maria, and from the other recent disasters such as the earthquake in Mexico.

As we continue to clean-up, recover, and go forward, I think about two things, one, in how God’s presence has been and is with us always as “...a very present help in trouble.” (Psalm 46:1b). Second, I have taken great notice and experienced of how throughout our communities neighbors have been helping neighbors. We experienced it firsthand in the clean-up around our house and the block of our neighborhood. The helping of neighbors by neighbors has been a consistent part of the “storm” stories that have been shared with me. Storms do provide the opportunity for many “Good Samaritans.” I am thankful for all the neighbors who have helped neighbors and are helping neighbors in this storm of in life. I am thankful for all the first responders, for the utility people who worked to restore our power, for those involved in the cleanup, for our city officials, and for those who came to help from other parts of the country to be a neighbor to help others in need.

As we go forward from this storm, we do not have to wait for another storm to be a Good Samaritan or even a Good Neighbor for others in our community. May we, “Bear one another’s burdens, and in this way you will fulfill the law of Christ.” (Galatians 6:2).

In Christ’s service,

P.S. – Our September LOVE offering was designated for the relief efforts from Hurricane Harvey in Texas-Louisiana through the ELCA Domestic Disaster Response. Donations may continue to be made through Trinity or directly to the ELCA for the Hurricane relief from Irma and Maria.

CHURCH STAFF

Pastor	Robert Kinley
Office Administrator	Kathy Stimmel
Organist/Choir Director	Kim Bloomer
Director of reSource Ministry	Jerry Johnson
Hostess	Rae Ettmyer
Nursery Attendants	Karen Brown Colleen Koehler

CONGREGATIONAL OFFICERS

President	Sarah Knight
Vice President	Dwane Tyson
Secretary	Burney Pfaff
Treasurer	Rosemarie Tyson

COUNCIL MEMBERS

Tom Culverwell	Mary Bollingberg
Ruth Johnson	Sarah Knight
Joanne Martin	Joe Molenda
Burney Pfaff	Casey Steel
Dwane Tyson	

**NEWSLETTER
DEADLINE
Deadline for
November VOT
Wednesday,
October 25th
Editor’s Note:**

Please provide the church office with your articles by the 20th of the month unless another date is specified. Please meet the deadline so that the VOT can be distributed on time. Bring your items to the office or email to:
kathy@trinity4jax.org
or
tlcjax@trinity4jax.org



Church Office Hours

**M-Th 8:30AM - 2:30PM
F 8:30AM - Noon**



October Love Offering

Our October "Love Offering" being received Sunday, October 1st, will go to support the work and ministries of Prisoners of Christ (POC), a ministry which provides men with the opportunity at a true second chance. POC owns five homes with a capacity for housing 24 residents.

POC provides guidance, direction, and spiritual support, while helping men (and women) find employment with help from Jax Journey. They learn financial responsibility and independent living skills. Safe Passage Community Fellowship provides a congregation for ex-offenders, their families, and all others who aren't sure where they fit in the Body of Christ. Our offerings will help further the growth and expansion of services to those making their re-entry to our community. To learn more, visit www.pocministry.org.

Please consider supporting and praying for this ministry. Love Offering envelopes will be available on October 1st. Make any checks payable to Trinity with a notation "Love Offering."



The Quilters meet each Monday in the Cecil Poole room at 9:30 a.m. and work until noon. No experience is needed. Both men and women are welcome. We would love to have you join us! *Sincerely, Trinity Quilters*

Worship Schedule

Trinity will continue to have one worship service at 10:00 a.m. through the remainder of the year. The format will alternate each week between the Traditional and reSource format.

As we continue to bring the people of Trinity together as a worship body of Christ, take the opportunity to get to know one another and to participate in a Sunday School class. The VOT calendar will list the worship format for each Sunday.



MARTIN LUTHER NIGHT AT TRINITY

As part of Trinity's commemoration of the 500th Anniversary of the Reformation, you are invited to a special dinner and presentation on Martin Luther and the Reformation on Wednesday, October 25th at Trinity. Dinner will be served at 6:00 p.m. featuring a German flair.

A documentary narrated by travel guru Rick Steves will be shown about Martin Luther followed by a time of discussion. A free will offering will be received to help defer the cost of the meal.

Please sign up for the event on the bulletin board in the Hall of Memories.

Young Adult Bible Study

The Young Adult Bible Study will meet at 6:30 p.m. on Wednesday, October 11th and Tuesday, October 24th.

Women

WELCA Board Meeting

WELCA Board will meet at 12 noon on Monday, October 2, 2017 in the Cecil Poole room.

CIRCLE MEETINGS:

Martha Circle: Thursday, October 5, 10:30 a.m. - Cecil Poole room

Kitty Howell 387-0152

Hannah Circle: Thursday, October 19, 7 p.m. - home of Linda Culverwell, 3742 Manor Oaks Drive

Linda Culverwell 744-7229

Kathy Koob 721-1208

Young Women's Lydia Circle

Call or text Pastor Janis for date and time of Lydia Circle meeting.

Trinity WELCA Fall Gathering

Trinity WELCA Fall Gathering will begin with a brunch in the Cecil Poole room beginning at 10 a.m. on November 4, 2017. All women are invited as we plan new approaches and use new resources for study and serving.

WELCA Lake Yale Conference

Calling all women to the First Coast WELCA Conference at Lake Yale in Leesburg, FL the weekend of November 10th - 12th, 2017. This will be a weekend of fun, food and fellowship. Speak to Karen Brown if you would like more information.



Food Pantry News

During August 2017 we served the following number of people in the food pantry:

<u>MONTH</u>	<u># PERSONS</u>	<u># HOUSEHOLDS</u>
AUG	4,861	1,297

We distributed 43,166 lbs. of food during the period, and we spent \$2,303.21. Our average cost per pound of food was four cents. In 2017 so far we have served 8,910 households, consisting of 32,795 persons. We have distributed 326,513 pounds of food so far. We're always looking for volunteers to sort out boxes of food and put it on the shelves. If you can help, please contact Tom Culverwell or Gary Hautau.

Thank you for the donations of paper and plastic bags. We continue to have to purchase paper and plastic bags. Your donations of paper and plastic bags will help us by lessening the number of bags we will have to purchase.

We appreciate any food donations, but we can stretch a dollar a lot farther than you can by buying food from a supermarket. By partnering with Feeding Northeast Florida Food Bank, and Waste Not Want Not we are able to get approximately **over \$25.00 worth of food for each \$1.00 donated.**

In addition to your financial support, a total of 1,153 man-hours were donated to the food pantry this month. Each volunteer hour has a value of \$18.85 on each volunteer hour performed, so the 1,153 volunteer hours donated in August are equal to a donation of \$21,734.05.

Since every pound of food received has to be carried into the food pantry, the receipt of food is a very labor intensive activity. If you can help in any way it would be greatly appreciated. Even if it is only sorting out boxes of food, your participation would be greatly appreciated. Monday: retail pickup and bread pickup. Also the first and third Monday of each month we receive our USDA food, once again a very labor intensive event. Wednesdays: we receive a "route end" delivery from Feeding Northeast Florida. The truck seldom arrives before 11 a.m. and much help is needed on these days as well. Lastly, on Thursdays we receive another retail pickup. If you can help on any of these days it would be greatly appreciated.

This is God's ministry and He wants it to be successful. You are all God's angels for making this happen. God bless you all. To show how much He loves His food pantry -- we are on track to distribute over 460,000 pounds of food in 2017. This would not be possible without your fantastic support.

Tom Culverwell
Director

Gary Hautau
Operations Manager

THOUGHT FOR THE MONTH

This life, therefore, is not godliness but the process of becoming godly, not health but getting well, not being but becoming, not rest but exercise. We are not now what we shall be, but we are on the way. The process is not yet finished, but it is actively going on. This is not the goal but it is the right road. At present, everything does not gleam and sparkle, but everything is being cleansed.

--Martin Luther
reprinted with permission
from *Editor's Clip Sheets*



Trinity's Annual Honduras Golf Tournament

The Trinity Annual Golf Tournament to support the Honduras Mission trip (2018) is set for Saturday, November 11th at Bent Creek Golf Course off 103rd St. on the Westside. Come join other golfers for a fun day of fellowship. Golfers of any skill level are welcome. Tee-off is at 12:00 p.m. Registration fee is \$65.00/person and includes range balls, a cook-out lunch prior to tee-off, and door prizes. There will also be on-course contests that you will have the opportunity to participate in that will raise additional funds for the mission trip. Mulligans will also be available for purchase. Registration forms are available through the church office and are requested to be returned by Sunday, November 5th.



Spaghetti ~ Dinner

Lee High Chorus Dinner Concert

On Wednesday, October 4th, the Robert E. Lee High School Chorus will be having their Fall Dinner Concert to raise funds for this year's activities. The concert is always a delight as the students showcase their individual talents and serve the audience. Rae's famous spaghetti will be served and is always a treat. Cost: \$10 for teens and adults; children under 12: free. Doors open at 6:00 p.m. Come support the chorus for this coming year.



THE TRINITY LUNCH BUNCH

Trinity's "Lunch Bunch" will join Bill and Anne Billy at Windsor, 5939 Roosevelt Blvd., on Tuesday, October 24th, at 12:00 p.m. Please sign up on the list in the Hall of Memories or cross your name off the permanent list if you do not plan to attend. Let Kim Bloomer (766-9858) know by Monday, October 23rd, if you need a ride.

Call for a Treasurer at Trinity

Rosemarie Tyson has been serving as Trinity's Treasurer for the past several years and will be stepping down at the end of 2017. We are in the process of looking for someone to fill this position. The Treasurer at Trinity is a Council appointed volunteer position. Its responsibilities involve check writing and payment of bills, managing the church's bank accounts, bookkeeping, financial reporting, and other administrative duties. Computer and basic bookkeeping skills are required. The position requires 5 - 10 hours per week of work that may be in combination at the church and at home. We would like to have someone work with Rosemarie over these next few months to become familiar with the accounting system. Please speak to Pastor Robert, Rosemarie Tyson, or a Council Member if you may be interested.



Best Soup --- Bar None

Cooler weather is coming...soup is on the menu! James White, our custodian, is making vegetable beef soup and chicken noodle soup as a fundraiser for Solid Rock: Church Behind Bars, the prison ministry he and Donna have been involved with since May. The cost is \$10 a quart. Sign-up sheet is in the Hall of Memories.

Deadline to sign up is Sunday, October 15th. Soup can be picked up in the Cecil Poole room on Saturday morning, October 21st, from 10 a.m. - 12 noon or on Sunday morning, October 22nd. Any questions, call James at 904-674-7663. Please pray for the ministry and for James and Donna.



2018 ELCA Youth Gathering

So far we have seven youth and five adults who are registering for the 2018 Youth Gathering in Houston, Texas to be held June 27th - July 1st, 2018.

Deposits are due October 29th for those who have not made them. During the coming months there will be several meetings and activities scheduled for youth and adults going to the Gathering in preparation for the trip and the experience. One occasion that will be planned is a time to get together with other youth from the churches in Northeast Florida who will be traveling with us to the Gathering.



1 K. Billy/Brown
 8 Martin/
 15 Strasser/Culverwell
 22 Kelly/Bollingberg
 29

Traditional Worship Service



Lectors

1 Carolyn Molenda
 8 none needed
 15 Michael Philips
 22 none needed
 29 Don Howard

Communion Assistant

Assisting Minister

Berni Tomaszewski



Communion Elements

1
 8 Stimmel
 15 Molenda
 22
 29

Sunday Morning "Takeaway" Leaders

1 Casey & Cheryl Virta-Steel
 8 Pam Piersall & Sarah Knight
 15 Kathy Koob & Judy Hassler
 24 Ken & Beverly Davis
 29 Pastor Janis Kinley

Councilperson of the Month

Casey Steel



Date 11:00 AM Coffee Servers

1 Marueen Onstott & Karen Kuebler
 8 Joanne Martin & Darlane Valentine
 15 Leah Kelly
 22 Berni Tomaszewski
 29 Men of Trinity



Sunday Visitor

1 Kitty Howell
 8 Pr. Janis Kinley
 15 K. Bloomer/C. Valentine
 22 Mary Bollingberg
 29 Berni Tomaszewski

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday																																																																																																		
<p>1</p> <p>8:30 AM Adult Sunday School</p> <p>9:00 AM Children's Sunday School</p> <p>9:00 AM Discipleship Training</p> <p>9:00 AM Sunday morning Takeaway</p> <p>9:15 AM Adult Choir</p> <p>10:00 AM Traditional worship</p>	<p>2</p> <p>9:30 AM Quilters</p> <p>12:00 PM WELCA Board</p> <p>6:00 PM Adult Choir</p>	<p>3</p> <p>10:00 AM Healthy Eating Every Day</p> <p>3:15 PM CEW</p>	<p>4</p> <p>6:00 PM Lee High School Spaghetti Dinner Concert</p>	<p>5</p> <p>10:30 AM Martha Circle</p> <p>3:15 PM CEW</p>	<p>6</p>	<p>7</p>																																																																																																		
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DEDICATED SPECIAL FUNDS

This month we are highlighting the Dedicated Funds of the Relief and Needy Fund and the Charlie William Jensen Fund.

Relief and Needy Fund

This fund is for the purpose of assisting members and people in the community who contact Pastor Robert for help financially as needs may arise such as for utilities due to loss of employment or other specific needs. The funds are administered in various amounts at the Pastor's discretion based on need, availability, and purpose at the time.

Charlie William Jensen Fund

The Charlie William Jensen Fund was started by a special gift as a memorial to the young child, Charlie William Jensen, son of former members Sean and Kate Jensen, who died suddenly and traumatically on June 6, 2001. Charlie was twelve months of age. The Fund provides an initial deposit of \$50 for the establishment of a savings account through the Mission Investment Fund of the ELCA for each child who is baptized at Trinity. Parents are responsible for establishing the account using the gift from Trinity. This fund honors the memory of little Charlie while supporting the life of the newly baptized. Parents, grandparents, or anyone are able to contribute to the MIF (MIF4KIDZ) savings account until the child's 18th birthday.

Via de Cristo Weekends #62

The Men's and Women's Weekends #62 for Sonshine North Via de Cristo will be held Thursday - Sunday, October 19th - 22nd and October 26th - 29th respectively. Via de Cristo is a spiritual renewal weekend for the laity that emphasizes God's abundant grace with the purpose of strengthening discipleship and service in the body of Christ. There have been numerous members of Trinity who have "made" weekends in the past and who have served on the weekend teams. For many the experience from the weekend is life-changing. Pastor Robert and Byron Bollingberg are serving on this Falls's Men's weekend and Joanne Martin on the Women's. If you would like to know more about Via de Cristo and/or are interested in "making" a weekend, please speak to Mary Bollingberg, Beverly Davis, Joanne Martin, or others who have been on weekends in the past.

Florida-Bahamas Synod Assembly

The annual Florida-Bahamas Synod Assembly will be held on Thursday, October 12th through Saturday, October 14th. The Assembly was rescheduled to October (from typically being in June) as there will be a special election of a Bishop for the Florida-Bahamas Synod as part of this Assembly. The Rev. Robert Schaeffer had resigned as Bishop in March. The Rev. Marcus Lohrmann (former Bishop of the Northwest Ohio Synod) has been serving as Interim Bishop.

Pastor Robert along with Byron and Mary Bollingberg will be attending the Assembly serving as voting representatives from Trinity. Please keep them and the entire Assembly and the Synod in your prayers during this important gathering of the church body.

Youth Serving at Sulzbacher

Some of the Youth and Young Adults will be serving dinner at the Sulzbacher Center on Sunday afternoon, October 29th. The maximum number of the group who are able to serve is 10 (youth must be at least 12 years of age). Youth, speak to one of the adults, Sarah Knight, Marie Bogh, or Pam Piersall so as they may know who is interested in serving.

Discipleship Training

The Discipleship Training class meets on Sunday mornings at 9:00 a.m. in the upstairs Sunday School area. This Fall students will be studying about Martin Luther, the Reformation, and the Catechism.

Trinity Lutheran Church - Treasurer's Report – August 2017

Here's a summary of our contributions and expenses against the budget. Let me know if you have any questions.

Housekeeping

1. Please remember to have your check request **approved** by Pastor Robert before you submit it.
2. My office hours are every Monday evening.

Thanks for your cooperation.
Rosemarie

1/1/17 to 8/31/17 - ACTUAL VERSUS BUDGET

			<u>Contributions</u>
\$165,810.23	-		Actual General Fund Contributions
\$162,132.00	-		Budgeted General Fund Contributions
\$ 3,678.23	-		Actual Contributions are <u>Greater</u> than Budgeted Contributions
			<u>Expenses</u>
\$171,354.07	-		Actual General Fund Expenses
\$166,726.00	-		Budgeted General Fund Expenses
\$ 4,628.07	-		Actual Expenses are <u>Greater</u> than Budgeted Expenses



Honduras Mission Team 2018

For the 10th year, Trinity will participate in a medical/evangelistic mission trip to Tegucigalpa, Honduras. Is it now time to put the team together for this incredible, spiritually uplifting week of service and sharing the Gospel of Jesus Christ in the world. We will again join with Christ the Rock Lutheran Church (Rockford, IL) and with Eternal Shepherd Lutheran Church (Seneca, SC) to serve for a week in Honduras through World Gospel Outreach (WGO).

The trip date is Saturday, February 24 - Saturday, March 4, 2018. The total cost to serve is approximately \$1,700/person. A \$200 deposit to commit is requested by Sunday, October 15th.

Please speak to Pastor Robert or Dwane Tyson about registration. Prayerfully consider if this may be the year the Holy Spirit is calling you to serve.

**Waste Not Want Not
Community Yard Sale**

Waste Not Want Not is having a Community Yard Sale on Saturday, October 7th from 8 a.m. to 2 p.m. at Orange Park Town Hall Park (corner of Kingsley Ave & Highway 17). Sell your treasures or crafts, shop for gifts or for yourself, enjoy a snack, lunch, or some bake sale goodies.

To participate as a seller, visit www.wastenotflorida.com to register or call 904-505-5894. Waste Not Want Not is a local food rescue charity which supplies our Trinity Food Pantry with some of our much needed food items.



Dear Friends in Christ,

We celebrate your partnership with us! Your support is more important than it ever has been before.

Thank you for your recent gift of \$450.00 in support of Luther Springs.

I do hope many from the Trinity Lutheran Church family will seek an opportunity to share in the Christ-centered programs at Luther Springs, Lutheridge, Lutherock or Lutheranch.

*Sincerely in Christ,
Keith Trout, Development
Director
Novus Way Ministries*

To my Trinity Family,

I preached this past weekend, September 24th. You should be able to go to Faith Lutheran's website, www.faithlutheran.org, and listen to my sermons. I'll be preaching again on October 8th, so stay tuned. Internship is going well and the girls are doing fine as well. Hannah just got done with a volleyball camp and enjoyed playing. Bethany has started piano lessons and is doing well in school. Both girls have made new friends, so we're all settled in pretty well. Take care!

*Thanks,
Jeff Geiger*



Congratulations to **Jillian Smedberg** and **Brittany Redmond**, who were married at Trinity on Saturday, September 9, 2017.

REFORMATION BANNER

A new banner to commemorate the 500th Anniversary of the Reformation has been made by Donna White. It will be on display in the Sanctuary as part of our worship experience beginning Sunday, October 15th up to Advent. The inspiration and design for the banner came from a bulletin graphic Donna had saved from the time of the 450th Anniversary of the Reformation. The banner's theme is the "New Life in Grace". Depicted on the banner is a shield with the symbols of a "phoenix" for the resurrection, a "font" for Baptism, a "chalice" for Holy Communion, and a "lamp", representing God's Word. The shield is encircled by the "coat of arms" for each of the apostles. Please take time to look at the detailed "stitchwork" of the banner that makes up each symbol. Thank you, Donna, for this gift and labor of love shared for which Trinity is to be inspired by God's grace.

Dear Reverend Kinley,

On behalf of LifeSouth Community Blood Center, I would like to thank you for your support and assistance with the blood drive held on Sunday, September 17, 2017. We had 13 donations at your location.

Once again, I would like to thank you for your continued support.

*Sincerely,
Karen Patterson*

Thrivent Night at the Jacksonville Icemen

Jacksonville now has a professional Ice Hockey Team - The Icemen! To welcome them to town Thrivent is sponsoring Thrivent Night at the Jacksonville Icemen. The game will be at the Jacksonville Veterans Memorial Arena on Saturday, October 21st at 7:30 p.m. Thrivent has secured seats at \$15 each! In addition, the Icemen are donating back \$2 of each ticket to support Lutheran Social Services of NE Florida. We really want to fill the Arena!

You can purchase tickets directly from The Icemen through Ticketmaster. Go to the website www.jacksonvilleicemen.com/lss and enter the code LSS when prompted.

Craft Fair

Hope Lutheran Church, 8570 Philips Highway, is having a Craft Fair on Saturday, October 7th from 9 a.m. to 3 p.m., rain or shine. Come out, have a great time shopping, eating and just enjoying yourselves. This is a great opportunity to get your Christmas shopping started early. You will find items for your home, unique homemade gifts, jewelry, etc. And yes, there will be activities for the kids too. We will also have a mini Lifetree Cafe film fest running during the day for your enjoyment.

If you are a crafter, our Craft Fair is an excellent selling opportunity for vendors. For more info or to register as a vendor, please go to www.hopecraftfair.com.

God Wants Us to Take Care of Our Body

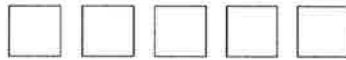
Help this boy and girl find a healthy life with their friends at the end of the maze. As you trace your way through, you will pass letters that are circled, in boxes, underlined, and bold.

- Write the circled letters here and then unscramble the word.



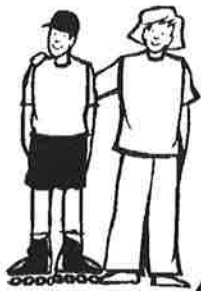
- Write the letters that are underlined here and then unscramble the word.

- Write the boxed letters here and then unscramble the words (there are two).



- Write the letters that are **bolded** here and then unscramble the word.

Now write what God wants you to do: _____



Get plenty of sleep — eat good food —
 eat lettuce — watch TV — ice cream —
 tomatoes — cake — music —
 meat — cookies — climb trees — pop and candy —
 fudge — dance — play on the computer — read —
 bread — write letters — say bad words — yell at your brother —
 popcorn — walk — sister —
 spaghetti — sit — ride bike — and —
 baskets shoot — play — vitamins you take —
 climb a tree — eat fruits and vegetables — go to church —
 play volleyball — eat —
 swear — cereal — smoke —
 soccer — sleep — tennis —
 football — chew gum —
 baseball — go to the —
 your arm — go to the —
 tell stories — movies —
 play the piano — tennis —
 visit —
 Bible school —
 Grandma and Grandpa —
 hike —
 goof off —
 drink lots of —
 junk food —
 eat a lot of —
 candy —
 don't —
 exercise —
 hike —
 relax —



For extra fun, collect all the healthy words you can find and write them here. _____

Trinity Lutheran Church
1415 South McDuff Avenue
Jacksonville, Florida 32205

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DATED MATERIAL - DO NOT DELAY

Worship

October 2017

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Children's Sunday School



Children's Sunday School meets Sunday mornings at 9:00 a.m. We are using the Spark curriculum.



ADULT SUNDAY SCHOOL

Adult Sunday School led by Joe Molenda will meet in the Cecil Poole room from 8:30 - 9:50 a.m. We are currently studying the book of Revelation. Please join us.

Sunday Morning "Takeaway"

Adults and Senior Youth will meet in the Hall of Memories from 9:00 to 9:50 a.m. to study the day's Gospel text.



Worship Schedule **Through December 2017**

Adult Sunday School
8:30 a.m.

Children's Sunday School
9:00 a.m.

Adult/Senior Youth
"Takeaway"
9:00 a.m.

Discipleship Training
9:00 a.m.

Worship
10:00 a.m.
(see calendar on
page 7 for format)