



This booklet provides a detailed description of each item listed on the Time and Talent Sheet for 2009. You may browse through the catalog to discover what opportunities exist for service and participation in the life and work of Christ the King Evangelical Lutheran Church. The main categories are: General Leadership, Worship and Music, Witness and Assimilation, Education and Enrichment, Service and Care, and Stewardship and Finance.

Your pledge of time and talent is essential to your spiritual growth and to our effectiveness as a congregation. If this booklet does not answer questions you may have, please contact the individual listed as the resource person for the commission or committee in question or the church office, 713-523-2864.

**2009**  
**Christ the King Lutheran Church**

Christ the King Lutheran Church  
2353 Rice Boulevard  
Houston Texas 77005-2696  
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## TIME and TALENT Cross-Reference

### If you like to ORGANIZE and DELEGATE you should

Chair a committee or commission. ....	100, 615-617
Organize a church celebration .....	320-328
Become the Sunday Church School or Summer Education and Enrichment superintendent or assistant.....	408, 409, 417, 418

### If you are good at ACCOUNTING and/or COMPUTERS consider

Becoming the church treasurer or assistant .....	101, 102
Becoming the financial secretary. ....	104
Participating in budget preparation. ....	603

### If you want to participate in WORSHIP

Serve as Assisting Minister or Server. ....	201-205, 216
Serve as Usher, Bellringer, Crucifer, or Acolyte. ....	206-216
Morning Prayers.....	220-224
Serve on the Altar Guild.....	217, 218
Help with German Language Worship.....	216

### If you love MUSIC

Join the choir, chorus, Taizé cantors, or instrumental groups. ....	232-236
Work with the Bach Society.....	225-228
Assist with the children's music programs.....	448

### If you want to MAKE NEW FRIENDS

Join a committee, Participate in young adult or Campus Ministry activities. ....	420-431
Teach Sunday Church School.....	410
Volunteer for Christian Community Service Center programs.....	507-514
Join the Congregational Care Team.....	531-546
Help assemble <i>The King's Banner</i> .....	605

### If you want to MEET NEW PEOPLE

Become an usher for Sunday services.....	206-208
Meet and greet visitors . ....	302-305
Help with New Member Functions. ....	305
Help with Name Tag Sunday.....	302-304
Help with Nursery Guild.....	453-461
Join the Witness Cadre.....	301

### If you want to SERVE PEOPLE

Help with the food service ministry team.....	528-530
Visit homebound or hospitalized members. ....	543, 544, 547
Work with the Global Mission team. ....	523
Volunteer at Houston Food Bank.....	520
Help construct low-income housing. ....	517, 518
Serve others in the community through the CCSC.....	507-514

### If EDUCATION and TEACHING are your specialty

Join the Education and Enrichment Commission or Adult Curriculum Committee. ....	400-401
or Sunday Church School Committee . ....	408, 409, 413-415
Become a Sunday Church School teacher. ....	410
Assist with teaching Sunday Church School.....	411-413
Work with youth (teens) as a sponsor or teacher.....	417-421, 423

### If you want to get involved with FAMILY ACTIVITIES

Participate in Wednesday Night Alive!. ....	436-449
Participate in New and Expecting Parents activities.....	453-460
Organize church celebrations.....	320-328, 335
Teach, assist, or substitute in Sunday Church School. ....	410-413
Participate in Summer Day Camp activities. ....	453-455

### Projects you can DO AT HOME

Maintain the photo directory and other archives.....	306, 307
Bake cookies.....	433
Prepare a dish. ....	333, 535
Help with Altar Guild or Vestment Guild work.....	217-219
Make telephone calls. ....	334, 533
Write a prayer note.....	539

### SHORT-TERM PROJECTS

Be a Food Bank Volunteer for a couple of hours on a Saturday morning. ....	520
Participate in Workdays.....	608-614
Help with Stewardship Campaign.....	601,602
Help with Jingle Bell Express or Back-to-School.....	508, 509, 511, 512
Substitute in Sunday Church School Class.....	412
Clean up after congregational events/celebrations. ....	332

### If MARKETING and PROMOTION are your specialty

Join the Stewardship Committee.....	601, 602
Help develop and execute the annual pledge drive.....	601, 602
Participate in Witness and Assimilation. ....	300-304
Prepare or consult on art, graphics, layout, photography.....	226, 307-311
Join the Festival Committee.....	317-319
Assist with outreach to the congregation and community.....	307-311

### Put your HANDY-MAN/WOMAN SKILLS to work

Plumbing, carpentry, electrical, etc. ....	531, 532, 608-614
Join Piecemakers for quilting or Prayer Shawl knitters.....	524, 549
Help with mailings as needed. ....	605
Cook or bake.....	333, 431, 439, 528, 529, 535
Help set up or clean up for special events. ....	228, 331, 332

## GENERAL LEADERSHIP

For more information, contact the church office, 713-523-2864.

### 100 CHAIR A COMMISSION OR COMMITTEE

Lead meetings, coordinate members' assignments, and be responsible for the mission of a commission/committee. Prior commission and/or committee experience required. Commission chairs are normally church council members. Commission and committee meeting frequency may vary.

### 101 CHURCH TREASURER

Manage and maintain records of Christ the King Church accounts. Supervise and/or oversee accounts payable, file maintenance, quarterly payroll tax reports, sign checks, and check month-end reports. Ensure preparation of monthly expense and fund balance reports for the church council and congregation. Prepare annual expense and fund balance report for the congregation. Attend church council meetings and retreat weekend. Accumulate and compile expense records for an annual audit.

### 102 ASSISTANT CHURCH TREASURER

Assist Church Treasurer with bank statement reconciliation, analysis of month-end reports and other tasks as needed while acquiring knowledge of Treasurer's duties. Commit to serve as Church Treasurer for a minimum of one year after serving as Assistant. Attend church council meetings as necessary.

### 103 CHURCH COUNCIL SECRETARY

Record and prepare minutes of all church council and congregational meetings. Prepare correspondence on behalf of the church council as needed. Approximately seven hours are required monthly for this job, exclusive of special meetings, with 12 hours required each month in December and January. Attendance at the church council retreat weekend required.

### 104 FINANCIAL SECRETARY

Oversee the recording of all income. Oversee the preparation of regular reports of income for the church council and the congregation, and Giving Statements for individual members. Analyze trends and prepare other reports as necessary. Attend church council meetings as necessary and retreat weekend.

### 105 SYNOD COMMITTEE OR TASK FORCE

Nominations are made from our congregation every year at the synod assembly. Requirements of time and background vary.

## WORSHIP AND MUSIC

For more information, contact Jill Bailer, 713-771-2734.

### 200 WORSHIP AND MUSIC COMMISSION

Meets to discuss and coordinate regular and special worship services and to discuss aspects of our services. Coordinates the work of enablers including the other groups within the commission. Additionally, long-range plans, goals, and issues are discussed for presentation to church council and the congregation.

### ASSISTING MINISTER (AM)

Enables worship about once a month by preparing prayers, reading the first lesson, conducting parts of the liturgy, and assisting at communion. Makes sure other enablers are present before the service begins. AMs must have been servers for at least a year. Attendance of the annual training session required. Chanting ability helpful, but not required.

201 AM – Taizé Service

202 AM – Early Sunday Service

203 AM – Late Sunday Service

### SERVER

Enables worship by reading the second lesson and assisting at communion. Makes sure the bellringers are present before the service begins. Three Servers are needed for Sunday morning services. The S1 Server reads a lesson and helps with the guest book at the end of the service. The S2 Server assists at communion only. The S3 Server is crucifer and assists at communion. Annual training session required.

204 Server – Early Sunday Service

205 Server – Late Sunday Service

### USHER

Greets people attending the service, directs seating, passes offering baskets, and directs people to the communion rail. Arrives no less than 20 minutes before the service to prepare the nave for worship. Tidies pews after services, turns off lights, and locks doors. Upon assignment, monitors the sound equipment in the nave during worship. Training session required.

206 Usher – Taizé Service

207 Usher – Early Sunday Service

208 Usher – Late Sunday Service

## **BELLRINGER**

Rings the church bells in the bell tower before, during, and after worship for regular and special services. Must be able to climb stairs and pull ropes vigorously for up to five minutes. Ear protectors provided. This is a great opportunity for families as parent/child teams.

**209 Bell ringer – Taizé Service**

**210 Bell ringer – Early Sunday Service**

**211 Bell ringer – Late Sunday Service**

## **CRUCIFER**

Leads the processional and the recessional, carrying the processional cross. This position is open to all confirmed members. Usually assists with communion. Confirmed youth are encouraged to serve. Annual training session required.

**212 Crucifer – Early Sunday Service**

**213 Crucifer – Late Sunday Service**

## **ACOLYTE**

Minister to the church by carrying in the light for the service and moving it at the appropriate times for Holy Communion and Baptism. Acolytes are usually older than 9 and younger than 18. If you have a child who would like to participate in this ministry, write their name in the space provided on the corresponding form.

**214 Acolyte – Early Sunday Service**

**215 Acolyte – Late Sunday Service**

## **216 GERMAN LANGUAGE WORSHIP ENABLER**

Help enable German language worship services throughout the year and on Christmas Eve, Good Friday, and Easter. Areas of help include: reading; assisting with communion; ushering; bell ringing; set up reception after service; joining the Altar Guild.

## **217 ALTAR GUILD**

Sixteen to twenty members rotate on a monthly basis to prepare the nave for services, including communion, baptisms, funerals, and festivals. Each member is assigned for three to four months of a year. All members participate in the monthly meetings and the Christmas, Holy Week, and Easter services. During an assigned month, a member participates on alternate Saturdays and every Sunday at one of the services. Members order and pick up bread and flowers, deliver flowers to church members after the services, dust and clean, check candles, rotate paraments, arrange the communion ware, and generally prepare the nave for worship. Altar guild service is enjoyed by its members as a deeply meaningful behind-the-scenes-service opportunity.

## **218 ALTAR GUILD—SPECIAL PROJECTS**

Help with hand sewing and embroidery for special projects such as needlepoint kneelers. Help with special woodworking or other repairs and maintenance of items used in the nave.

## **219 VESTMENT GUILD**

Care for the pastors' robes and albs on a weekly basis. (This does NOT include the choir, chorus, children's choir, or acolytes). Duties include: cleaning robes once per month, straightening robes on hangers after each service, maintaining hems, black marks, velcro, snaps/buttons.

## **MORNING PRAYER TEAM**

Conduct the Evangelical Lutheran Worship (ELW) morning prayers in the narthex chapel on behalf of the entire congregation. The Evangelical Lutheran Worship (ELW) liturgy for Responsive Prayer is read in the narthex chapel Monday through Friday mornings at 8:15 a.m. The frequency of your assignment is determined by your availability.

**220 Morning Prayers Team - Monday**

**221 Morning Prayers Team - Tuesday**

**222 Morning Prayers Team - Wednesday**

**223 Morning Prayers Team - Thursday**

**224 Morning Prayers Team - Friday**

## **225 BACH SOCIETY BOARD**

The Bach Society presents the works of J. S. Bach and other composers of religious music primarily in the liturgical context of Vespers. The Board members are responsible for fund raising, public relations, and general support of the Bach Society mission.

## **226 BACH SOCIETY PROMOTION AND FUND-RAISING**

Plan fund-raisers, write grant applications, assist with publicity and media, assist with design or production of printed materials, assist with mailing.

## **227 BACH VESPERS RECEPTIONS**

Organize, prepare, or serve light refreshments for Bach Society events.

## **228 BACH SOCIETY AND EVENT STAGING CREW**

Help with or oversee nave set up/chair arrangement for Bach Choir/ orchestra/ visiting choirs, or as concert seating, etc. according to the particular needs of the event.

**229 PROVIDE HOUSING FOR VISITING MUSICIANS**

Provide bed and breakfast for out-of-town musicians presenting concerts at Christ the King Church, including visiting choirs or organists.

**230 CARE FOR AND MAINTAIN HYMNALS**

Repair and inventory hymnals and hymnal ribbons.

**231 THEATRICAL PRODUCTION**

Please indicate your interest in acting, directing, staging, sound, or lighting.

**232 SING IN CHOIR**

Volunteer ensemble open to all singers without audition. The Church Choir participates at the 10:50 a.m. service and emphasizes the works from the Lutheran tradition, occasionally with instruments (brass choir, orchestra).

**233 SING IN CHORUS**

Participates in the worship services held at 8:30 a.m. All singers welcome, prior choir experience is not necessary. Emphasizes a broad variety of contemporary, global, and traditional sacred music.

**234 PLAY IN BRASS CHOIR**

Meets weekly to play ensemble music for brass, with emphasis on Renaissance and Italian baroque music, as well as hymns, chorales, and music played from the bell tower and for special events.

**235 CANTOR/CHORUS OR INSTRUMENTALIST AT TAIZÉ SERVICE**

Singers in all parts and instrument players are welcome to join this group. Keyboard, guitar, wind and string are the instruments utilized for the Taizé serve. Musicians rehearse at 5 p.m. prior to the 6 p.m. service. No audition is necessary.

**236 PLAY IN ORCHESTRA**

Orchestra players—strings, woodwinds, and brass—accompany the church choir occasionally at the 10:50 service and at the Christmas music program.

**237 ASSIST WITH SOUND EQUIPMENT**

Assist with setup and operate of sound equipment for events.

**HELP MAINTAIN MUSIC AND CHOIR ROBES**

**238** File choir music after use and keep robes in repair.

**239** File chorus music after use and keep robes in repair.

## WITNESS AND ASSIMILATION

For more information, contact Lucky Sahualla, 713-802-9564 or lucky@pbhsolutions.com

**300 WITNESS AND ASSIMILATION COMMISSION**

Bring members together and integrate them into the life and work of the congregation. Publicize, organize and manage events that encourage the community at Christ the King Church. Participate in one or more of the activities described below. Leaders assume responsibility for one of the following and meet as needed.

**301 WITNESS CADRE**

Meet once a month to telephone prospective members, visitors, and new members. Director of Congregational Care will furnish monthly report to commission.

**NAME TAG SUNDAY VOLUNTEER**

Host table with name tags for members and visitors prior to worship services on the first and third Sundays of each month.

**302 Name Tag Sunday Volunteer– Early Service**

**303 Name Tag Sunday Volunteer– Late Service**

**304 NAME TAG SUNDAY COORDINATOR**

Schedule Name Tag Sunday Volunteers for the year and furnish monthly report to commission.

**305 NEW MEMBER ENGAGEMENT**

Inform new members about upcoming activities of the church community. Review Time and Talent forms completed by new members interested in this commission and contact those individuals about their special interests. For more information, contact Lisa Isgitt, 713-807-0432.

**306 ARCHIVES AND MEMBER DIRECTORY**

Gather and maintain photo and memento archives to preserve the history of Christ the King Church. Update the church member photo directory by taking or obtaining pictures of new and current members and of church events.

**307 COORDINATE PICTORIAL DIRECTORY**

Assume leadership role in the creation of a congregational pictorial directory every few years.

**308 WRITE CHURCH HISTORY**

Research and write articles relating to our congregation’s history.

**PUBLIC RELATIONS/PUBLICITY**

Assist with outreach to the congregation and community

**309 Write press releases or articles for the newsletter**

**310 Edit articles for the newsletter**

**311 Design ads/brochures**

**FELLOWSHIP BREAKFAST AND FELLOWSHIP SNACKS**

Provide “breakfasts” and “snacks” to be enjoyed following worship services. These light refreshments may include baked goods, fruit, cheese, etc., and the resulting donations benefit the World Hunger Appeal of the Evangelical Lutheran Church in America.

**312 FELLOWSHIP BREAKFAST PROVIDER (early service)**

Provide breakfast items for approximately 50 people after the early service.

**313 FELLOWSHIP SNACKS PROVIDER (late service)**

Provide snack items for approximately 50 people after the late service.

**314 FELLOWSHIP BREAKFAST AND SNACKS COORDINATOR**

Schedule breakfast and snack providers for the year.

**315 SUNDAY CAFÉ CASHIER**

Act as host/cashier at catered lunches following the late service. Host will receive a complimentary meal.

**316 SUNDAY CAFÉ COORDINATOR**

Schedule lunch hosts for the year.

**CHRIST THE KING FESTIVAL**

**317 CHRIST THE KING FESTIVAL COMMITTEE**

The Christ the King Festival is an annual celebration by our congregation held on the last weekend of the church year. It is a time to gather as a church family and look back over the past year and look forward to the year ahead.

**318 FESTIVAL COMMITTEE AUCTION TEAM**

Coordinate, solicit and gather items for the annual festival auction. Set up and coordinate the auction for the evening. Record and maintain financial records for auction items; collect monies for auction items.

**319 FESTIVAL COMMITTEE PUBLICATIONS TEAM**

Write articles about the annual festival and its events for the *King’s Banner* and “This Week.”

**CHURCH CELEBRATIONS**

**Contact Beverly Davis, 713-523-2864 ext. 1027 for more information about any of the following opportunities.**

**320 ADVENT WORKSHOP HELPERS**

Help plan and organize the Altar Guild’s Advent workshop which includes wreath making, special presentations, and other activities for all members of Christ the King Church and the community.

**321 CHRISTMAS PAGEANT HELPERS**

Help organize and implement an Advent/Christmas event. Presentations are made by the children and youth of the Sunday Church School classes.

**322 EPIPHANY CELEBRATION COORDINATORS**

Help plan an Epiphany Celebration in early January. Past celebrations have included an international potluck meal, stories, songs, crafts, costumes, and games on an Epiphany theme.

**323 SHROVE TUESDAY COORDINATORS**

Help with the planning and implementation of the Shrove Tuesday Pancake Supper. Activities have included Lenten paper chains and the making of Mardi Gras necklaces. Help decorate the parish hall for the event.

**324 LENTEN SOUP SUPPER HELPERS**

Help the head of Worship and Music Commission with the planning and creation of weekly Lenten soup suppers served before and during Wednesday evening Lenten Vespers.

**325 EASTER CELEBRATION COORDINATORS**

Help organize and implement an Easter celebration on Easter morning. Past celebrations have included a breakfast, a program by the youth, and the flowering of the cross by all ages.

**326 PENTECOST PICNIC HELPERS**

Help organize and implement the annual congregational Pentecost Picnic. Past picnics have included a catered lunch, potluck desserts, snowcones, and music with a sing-along. Children’s activities have included a bicycle parade, Pentecost crafts and special games. Assignments include decorations, planning games and activities, and organizing food and drink service.

### **327 RALLY DAY HELPERS**

Help organize and implement a kick-off event for the Sunday Church School at the start of the academic year. Past programs have included a special breakfast followed by a brief program and an open house in all classrooms. Assignments include helping organize food and drink service, planning the program, and photographing students and teachers.

### **328 OKTOBERFEST CELEBRATION COORDINATORS**

Held annually in the fall. Christ the King Church celebrates an *Oktoberfest* in the courtyard, usually after a Bach Vespers. Volunteers are needed to grill sausages, help keep the food tables full, wash dishes, and set up/take down tables and chairs.

### **CONGREGATIONAL EVENTS & FELLOWSHIP**

Participate in various social activities, including perhaps sharing a meal, for the purpose of fellowship and welcoming new members into the life of the congregation.

### **329 ACTIVITIES**

Organize or participate in activities such as a dinner, games night, softball, recreational volleyball, camping events, dancing, etc. Contact Tim Lenz, 713-523-2864 ext 1001, [timlenz@ctkelc.org](mailto:timlenz@ctkelc.org) or Pastor Karin Liebster, 713-523-2864 ext 1028, [karinliebster@ctkelc.org](mailto:karinliebster@ctkelc.org).

### **330 HOST CHURCH PARTIES IN MY HOME**

Allow boisterous church members into your home to celebrate homecomings, leave-takings, and special anniversaries. Provide refreshments or call it potluck.

### **331 SET UP FOR CONGREGATIONAL EVENTS**

Help prepare for congregational events. Assist in purchasing refreshments and/or supplies, set up church building or grounds, coordinate food preparation and/or arrange for members to bring food as needed.

### **332 CLEAN UP AFTER CONGREGATIONAL EVENTS**

Help clean up after congregational events. Assist in washing dishes, dismantling decorations, rearranging furniture or other clean-up activities.

### **333 CONTRIBUTE FOOD FOR CONGREGATIONAL EVENTS**

Bring a covered dish or "snack" refreshment when requested for activities at the church.

### **334 MAKE TELEPHONE CALLS TO MEMBERS**

Contact members who don't have e-mail to invite or remind them to attend congregational activities. Telephone lists and a simple, brief "script" will be provided by the commission or committee that sponsors the activity.

### **335 RECEPTION COORDINATOR**

Coordinate after-worship receptions that may be held on special occasions such as significant birthdays or welcoming events. Duties include setting up and overseeing the reception table.

### **336 USE OF VEHICLE**

Donate the use of your truck or SUV, etc. for handling of items.

## **EDUCATION AND ENRICHMENT**

**For more information contact Cindi Scruggs, 713-664-3503 or [cindi@scruggscentral.com](mailto:cindi@scruggscentral.com).**

### **EDUCATION AND ENRICHMENT COMMISSION**

Help formulate educational policies and plan enrichment activities for children, youth, and adults at Christ the King Church. Attend meetings when scheduled.

### **400 ADULT CURRICULUM COMMITTEE**

Attend meetings to plan the adult educational curriculum. Assist with the implementation of planned classes and programs. Contact Matthias Henze, 713-729-4398.

### **401 ADULT CURRICULUM COMMITTEE CHAIR**

Attend commission meetings as a representative of the Adult Curriculum Committee. Ensure that planning is in accordance with the policies, procedures, and planning of the commission. Schedule regular meetings and submit reports to the commission.

### **402 RESOURCE PERSON FOR ADULT CLASS**

Present lecture or lead discussion on area of interest or expertise.

### **403 TABLE TALK COORDINATOR**

Plan and organize informal gatherings to discuss issues of current interest or to view and discuss films in a context of Christian fellowship.

**404 TABLE TALK HOST**

Host a table talk in your home or in the parish hall. You may provide refreshments or a light supper or pot luck.

**405 TABLE TALK RESOURCE PERSON**

Direct a discussion of a topic on which you have special knowledge, skill, or experience.

**406 ST. JEROME GUILD**

Help maintain, manually and via computer, the collections (books, periodicals, audiovisuals, etc.) and services of the church library and the Manschreck Memorial Library. This includes selecting, cataloguing, shelving, repairing; and receiving and acknowledging gifts and memorials. It also includes publicizing and promoting this resource within the congregation. Professional library skills not necessary.

Contact David West, 832-767-2290.

**407 MILESTONE EVENT AND PROMISE PACKAGE PROGRAM COMMITTEE**

Supervise and assist in further development of the Milestone Event and Promise Package program designed to strengthen the ministry partnership between the home and the congregation. Work to incorporate on-going activities/programs with new aspects of the program.

**CHILDREN'S SUNDAY CHURCH SCHOOL (SCS) PROGRAM**

**For more information contact Marie Monroe, 713-667-1593.**

**408 SUNDAY CHURCH SCHOOL SUPERINTENDENT**

Chair the SCS Administrative Team which plans and implements the academic year. Work to train and support the academic year SCS staff and to select and order curricula. Report to Education Commission.

**409 ASSISTANT SCS SUPERINTENDENT**

Serve on the SCS Administrative Team. Organize SCS staff orientations and periodic business meetings. Maintain student and staff rosters. Assist the Superintendent as needed.

**410 TEACH SUNDAY CHURCH SCHOOL (SCS)**

Teach with a team of two or more teachers from September through May. Regular but not weekly attendance required. Students range from 2-year-olds to high school age.

**411 ASSIST IN SCS CLASS**

Assist a teaching team for a class by regular attendance but without a commitment to lesson preparation.

**412 SUBSTITUTE IN SCS CLASS**

Join the "substitute pool." Agree to be "on call" at short notice, although we try to give several days notice. Lessons will be pre-planned for subs.

**413 GODLY PLAY LEADERS AND GREETERS**

Greet students as they prepare for class or lead a lesson from our faith tradition. We offer Godly Play for children from 2 years through 4<sup>th</sup> grade. Classes meet on Sunday mornings from 9:40 to 10:40. Godly Play certification is offered.

**414 SCS SUPPLIES COORDINATOR**

Serve on the SCS Administrative Team. Order and distribute other supplies. Maintain the SCS supply and audiovisual storage closets.

**415 SCS ENRICHMENT EVENTS ASSISTANTS**

Enrich our SCS program by serving in a specialized capacity by coordinating the Reformation celebration, Christmas Pageant, Easter Pageant, and/or other events.

**416 SCS RESOURCE AND CHILDREN'S LIBRARIAN**

Help create and maintain the collections of the SCS teachers' resource library and the children's library. Publicize and promote the use of this resource within the congregation.

**417 SUMMER EDUCATION AND ENRICHMENT (SEE) SUPERINTENDENT**

Serve on the SCS Administrative Team.

**418 SUMMER EDUCATION AND ENRICHMENT PROGRAM ASSISTANTS**

Assist with the SEE program. Summer assignments are flexible.

**419 PARTICIPATE IN SUMMER EDUCATION AND ENRICHMENT MUSICAL**

Sing in musical, accompany singers, assist with props; direct staging, music choreography or any of the tasks to produce a musical for all ages.

**YOUTH AND FAMILY MINISTRIES AT CHRIST THE KING CHURCH/  
LUTHER LEAGUE**

For information contact Director of Family and Youth Ministries, Tim Lenz at 713 523 2864 ext. 1001, or timlenz@ctkelc.org

**420 YOUTH MINISTRY TEAM - HIGH/MIDDLE SCHOOL**

Work with Youth and Family Ministries Director, Tim Lenz, Pr. Karin Liebster and the youth ministry team in building and implementing an active Luther League youth program for our 6<sup>th</sup> through 12<sup>th</sup> grade students. Help set and carry out our vision and mission in accordance with the policies and procedures of the Education and Enrichment Commission of the Church Council.

**421 LUTHER LEAGUE SPONSORS**

Help the Luther League plan and implement a program of spiritual enrichment, service, and social functions as well as acting as an occasional chaperone for weekly meetings, service and fellowship events, and synodical and national gatherings with youth between 6<sup>th</sup> and 12<sup>th</sup> grade.

**422 PARTICIPATE IN LUTHER LEAGUE**

The Luther League is open to all youth 6<sup>th</sup> -12<sup>th</sup> grade. Luther League is a member of the church wide Lutheran Youth Organization of the Evangelical Lutheran Church in America. Our group is a mixture of members and non-members of this congregation who gather to walk through their faith journey sharing fellowship, service, worship, and prayer. Meetings are once a week on Sunday nights 6:00-7:30 p.m. in the basement youth room. They include fellowship, games, food, time to relax, films, and discussions including issues in school, church, religion, world events, and service. Each month there are fellowship and service opportunities outside the regular Sunday evening time.

**423 ADULT MENTORS FOR TEENS**

It is well known that adults other than a child's parents are instrumental in the faith journey of young people. As an adult mentor, walk with our youth by listening, caring, dialoguing, and encouraging them. Meet with youth partners (Junior High through High School age) at least on a monthly basis for group and individual discussion. Pray for youth and keep in weekly contact through phone, church contact, or Luther League events.

**424 LEADER/SPONSOR FOR UPPER ELEMENTARY CHILDREN**

Help upper elementary children plan and implement programs, including Wednesday Night Alive! kids club and quarterly activities. Supervise; go on outings; coordinate registration for and participation in Advent and Lenten retreats; be an adult role model for upper elementary children.

**CAMPUS AND YOUNG ADULT MINISTRY**

For more information contact Pastor Brad Fuerst, 713-516-8573, pastor@lcmhouston.org

**425 CAMPUS AND YOUNG ADULT MINISTRY LEADERSHIP TEAM**

Contribute ideas, develop programs, and coordinate ministry for young adults and faculty, staff, and students at Rice University, the University of Houston and the Texas Medical Center (TMC). Students are especially encouraged to participate. For more information, contact Pastor Brad Fuerst.

**426 PEER MINISTER**

Assist with the planning for and ministry to undergraduate students. Peer ministers are college students growing in their discipleship and providing leadership for fellow students on campus who struggle with stress, decisions, and life events. Peer ministry training is offered at the annual Fall Retreat. This training is a requirement.

**427 YOUNG ADULT BIBLE STUDY**

This group meets on the first and third Monday of each month from 6:00 p.m. - 7:30 p.m. on the second floor at the end of the hall. Join this fellowship group of young adults (post high school), married or single. Participants bring snacks to share. The Bible study focuses on Christian ethics and connects to our liturgical life together. Young adults go out afterwards to share in fellowship.

**428 YOUNG ADULT GREETERS**

Young adult greeters commit to being present before and after a worship service to "have an eye" for the college student. The purpose of these greeters is to offer that second or third welcome to college students. Young adult greeters get to know college students and seek ways to connect them to campus ministry and the life of the congregation. Contact Travis Harper, 713-401-9543.

**429 LUTHERAN STUDENT MOVEMENT GATHERING PARTICIPANT**

Attend the National Lutheran Student Movement Gathering for Lutheran university and college students in December. This gathering is an invitation to explore personal faith journeys while sharing with other sojourners. Contact Tim Redl at 713-838-7297.

**430 CAMPUS AND YOUNG ADULT MINISTRY WEB MASTER**

Assist with design and implementation of the Lutheran Campus Ministry website, located at www.lcmhouston.org. Familiarity with HTML or webpage design needed.

**431 CONTACT STUDENTS**

Contact students by phone or e-mail for special events. Young adults and/or alumni especially needed.

**432 SHUTTLE SERVICE DRIVER**

In your own vehicle, circle the Inner Loop on the Rice University Campus, picking up students before the 10:50 a.m. service on Sunday mornings and before special events like Holy Week services.

**433 BAKE A CAKE OR COOKIES**

Prepare a cake or cookies for students at Rice University for birthdays and study breaks. You would drop off cookies at the church beforehand.

**434 PROVIDE DONUTS**

Provide donuts for the Texas Medical Center Donut Breaks during exam time. You would drop off donuts at the church beforehand and/ or take the donuts to one of the Medical Schools.

**435 FEED THE HOMELESS**

Help prepare and/or deliver sandwiches to homeless communities on the second and fourth Monday evenings of each month.

**WEDNESDAY NIGHT ALIVE!**

**436 WEDNESDAY NIGHT ALIVE! COORDINATOR**

Wednesday night activities are intended to provide fellowship for families, couples, and individuals of all ages. Contact and schedule volunteers who have offered to work in various areas on Wednesday nights. Put together calendars and contact lists each semester and help find substitutes when necessary. For more information, contact Alicia Goodrow, 713-880-9548.

**437 WEDNESDAY NIGHT ALIVE! ASSISTANT COORDINATOR**

Help develop and organize classes on a variety of topics relating to parenting skills and Christian education for parents of children from pre-school to high school. Act as a liaison to the Adult Curriculum Committee.

**438 WEDNESDAY NIGHT ALIVE! GREETERS AND MEETERS**

**greet** (gret) v. 1. To address words of friendliness, courtesy, respect, etc., to, as in speaking or writing. 2. To receive or meet in a specified manner. 3. To come into the sight or awareness of: The sea greeted their eyes [<OE gretan]**—greet’ er.n.**

**greeting** (gre ting) n. 1. The act or words of one who greets. 2. Often pl. A message of welcome or regards.

1. Wonderful people who love to welcome others to enjoy the events and fun on Wednesday evenings. 2. Persons who arrive at 5:20 and help people check in, purchase their food, direct kids and parents and have a generally wonderful time greeting all those who go through our doors on Wednesday evening. 3. A listing kept by Mel Ostwald of the top list of Type E personalities in our church. 4. Performs functions like an usher but no bulletins are necessary.

**439 GODLY PLAY LEADERS AND GREETERS**

These volunteers are trained to either greet students as they prepare for class or to lead a lesson from our faith tradition with children. There is one Godly Play class on Wednesday nights at 6:00 -6:45 p.m. If you are interested in learning about Godly Play, please contact Marie Monroe, 713-667-1593 or Pastor Liebster, 713-523-2864 ext 1028, karinliebster@ctkelc.org to observe a class and sign up for the next training session.

**440 STORYTELLER**

Our littlest children love to sit on laps and listen to God’s Word in the form of stories read by members. This gives children a chance to learn that they are part of a larger, caring community of church friends who love them by sharing stories. No training required! Stories are read from 6:00 until 6:15 pm. Please contact Anne Halphen, 713-802-1048, to volunteer and coordinate reading material.

**441 EXPLORATION LEADER**

Scientists, artists, photographers, historians, genealogists, quilters and others take turns leading hands-on exploration activities for elementary aged children as an alternative to music activities. Irmi Willcockson coordinates these activities for 5-10 kids of various ages each week. In the past, they made a quilt, painted furniture, conducted science experiments to learn about God’s world through rocks and fossils, and made Christmas ornaments among many other things. The possibilities are endless as the children explore the tangible ways God’s creation is manifest in the works of their hands and in the world. If you have a special interest such as photography, space, history, archeology, you can commit to one session or many to share your passion with young explorers. Wednesday nights, 6:00 p.m. -6:45 p.m.

**442 HOMEWORK HAVEN MONITOR**

Open on Wednesday nights from 6:00 - 7:30 p.m. in the first floor library. Adult presence is needed to supervise homework done by elementary age children.

#### **443 CHEF AND ASSISTANT COOKS**

The lead chef coordinates the logistics of the meal, the volunteers, the purchasing and preparation of the food and other details. This position generally requires a half or full day commitment on the day of the meal. Chefs must be approved to use the Christ the King Church kitchen. Assistants help to stir, chop, braise, bake, and are available to help the chef while learning new cooking tricks of the trade!

#### **444 KITCHEN STAFF (Servers and Clean-Up)**

These cheerful and handy (but not necessarily trained) volunteers generally tend shop in the kitchen. They get to use the very entertaining dishwasher and wear nifty aprons. They greet hungry people and make everyone happy by serving food. Volunteers range in age from 13 to 100 and have the most fun of all the groups. Please contact Beverly Davis, 713-523-2864 ext 1027.

#### **445 KIDS CLUB SPONSOR**

Spend time with upper elementary age kids - play a game, tell a story, do a craft - just enjoy them. Please contact Tim Lenz, 713-523-2864 ext 1001, timlenz@ctkelc.org.

#### **446 GUITAR PLAYERS**

In the Kids Club and the Luther League room, we need some volunteer song leaders to come once or twice a month to help with informal music time.

#### **447 YOGA/DANCE/MOVEMENT LEADERS**

During the dark months and on rainy days all of our kids need some time for indoor movement and exercise. Our upper elementary and youth are interested in finding a leader to conduct classes from 7:30 to 9:00 pm once or twice a month. Volunteers could participate as little as once a month or lead a short series of classes. If you are interested in creating or leading yoga, dance, or other kind of creative movement class for the kids of all ages, please contact Alicia Goodrow, 713-880-9548.

#### **448 CHILDREN'S MUSIC PROGRAM**

Assist the Music Explorers Director, Debbie Whitmire, 713-728-9154 or assist the Choristers Director, Kirsten Jordon, 281-242-5483.

#### **449 WEDNESDAY NIGHT PIZZA COORDINATOR**

Arrange for sale of Wednesday Night pizza. Pizzas are ordered and picked up by a volunteer and sold by the assigned greeter from 5:30 to 7:00p.m. in the parish hall as part of the Wednesday Night activities from September to mid-May. A great way to do meaningful service in 15 minutes per week.

#### **CHRIST THE KING CHURCH SUMMER CAMP**

This "camp" meets on summer Wednesdays at the church for fellowship around dinner, games and music. Families bring their own dinner and share in conducting the activities.

**450** Program Coordinator

**451** Supply Coordinator

**452** Assist in music Orff class

#### **NEW AND EXPECTING PARENTS**

Social, service, and educational opportunities for parents and care givers of young children and expecting parents. Contact Pastor Liebster, 713-523-2864 ext 1028, karinliebster@ctkelc.org.

#### **453 PARENTS' NIGHT OUT (PNO) PARTICIPANTS**

Enjoy some quality time with your spouse while your children are supervised in the nursery by paid nursery staff and volunteer parents. Parents using the service must sign up to be volunteer parents on a regular basis. In exchange, parents get a reduced rate of babysitting the entire year (\$10/ per child each night used). Generally held one Saturday night each month. Contact Laurie Pleasant, 713-862-6789.

#### **454 PARENTS' NIGHT OUT COORDINATOR**

Coordinate with Nursery Calendar scheduler, develop and publish schedule for volunteer caregivers for Parents' Night Out, coordinate with staff for special events. Act as treasurer: pay the paid caregivers and collect money from parents.

#### **455 NURSERY COORDINATOR**

Coordinate volunteers to help in the nursery during worship services. Serve as a liaison between the paid nursery staff and the church staff, helping to identify needs and to ensure a smooth operation. Communicate with parents when necessary through emails, letters or notices. Coordinate with Congregational Nurse on health issues when necessary. Lead the Nursery Guild Committee to update the Nursery Policy Handbook. Contact Cheri Bouldin, 281-482-7417, cbouldin@comcast.net.

#### **456 MONTHLY NURSERY SNACKS**

Volunteer for one month to check on snack supplies in the nursery and provide non-perishable snacks (no peanut-related snacks) like crackers or cookies.

#### **NURSERY VOLUNTEER CARE GIVERS**

Assist the paid nursery staff during one of the worship times listed below. Children range from newborn through 4 years of age. Volunteers may read books to the older children, help them with crafts or sing songs. Infants, crawlers

and toddlers need more one-on-one attention, playing with toys and reading. Volunteers should arrive 10 minutes before start of service.

**457 Nursery Care Giver – Taizé Service**

**458 Nursery Care Giver – Early Sunday Service**

**459 Nursery Care Giver – Late Sunday Service**

**460 Nursery Care Giver–Special Services and Events**

**461 NURSERY GUILD COMMITTEE MEMBER**

Serve on this committee and help make decisions about the nursery: policy, procedures, equipment, furnishings, decorations, toys, videos, books, etc. Committee meets once or twice a year.

**462 NEW PARENT OUTREACH**

Make calls to new and expecting parents to share information about the activities and opportunities Christ the King Church offers for parents and young children.

**463 SOCIAL COORDINATOR**

Help plan and organize social events for families with infants and toddlers (play dates, picnics, outings, etc.).

**464 DINNER DROPS FOR NEW PARENTS**

Volunteer to provide a meal for families following the birth of a child.

## **SERVICE AND CARE**

For more information contact Russell Post, 713-722-9172.

**500 SERVICE AND CARE COMMISSION**

Provide congregational care and enable outreach to the city, state, nation, and global community. Participate in one or more of the activities described below.

**501 INTERFAITH MINISTRIES VOLUNTEER**

Volunteers are needed for advisory boards or for activities such as answering the Hunger Hotline, working with abused children who testify in court, speaking to community groups about the program, working on newsletters, baking birthday cakes for seniors, supporting immigrants and refugees, or delivering meals on wheels.

**502 COORDINATE BLOOD DRIVES**

Coordinate blood drives held on Sundays several times a year. Involves phone contact with M. D. Anderson Blood Bank personnel. Contact Robert Hoover, 713-283-6552, for more information.

**503 BLOOD & PLATELET DONOR**

**504 BLOOD (Only) DONOR**

Willing to donate blood on those Sundays when M. D. Anderson is on campus several times each year. (Please indicate your blood type.)

**505 PLATELET (Only) DONOR**

Willing to serve on a list of donors who will be called from time to time as needed. Blood platelets have short life and must be used within 12 hours of donation. Most donations take place at the M. D. Anderson Blood Bank, 1515 Fannin. Call 713-792-6158 before going.

**506 M. D. ANDERSON HOSPITAL CHAPEL ESCORT PROGRAM**

Inform patients about and escort them to worship (second Sunday of the month) at M. D. Anderson Hospital. Contact Jan Petner, 713-862-5670, for more information.

**507 S.E.A.R.C.H.**

(Service of the Emergency Aid Resource Center for the Homeless)  
Serve as a volunteer to Houston's homeless population. Opportunities exist in the day resource center, job training, food preparation, child care services, mobile outreach van, and education.

**508 HOSPITALITY APARTMENTS (HRDF)**

HRDF provides free temporary housing for those being treated away from home at the Texas Medical Center. Volunteers needed to serve on the board, provide transportation for guests, financial support, and to help prepare at least one evening meal for residents living in the apartments.

**509 HABITAT FOR HUMANITY**

Help construct low-income housing in the Houston area. Contact Torsten Louis, 713-961-1273.

**510 COORDINATOR for HABITAT FOR HUMANITY**

Coordinate Christ the King Church's participation in Habitat for Humanity.

**511 HUNGER TASK FORCE**

Educate members about the problems of world and local hunger. Motivate people to become involved with organizations and activities that help alleviate hunger: Houston Food Bank food drives, Bread for the World, and Cropwalk.

**512 HOUSTON FOOD BANK**

Sort and package food at the food bank warehouse one Saturday morning every other month. Contact Anna Stock, 713-520-5656.

**513 TRANSPORT FOOD AND DONATIONS**

Transport donations of food and other donations to CCSC or SEARCH as needed.

**514 CANCARE**

Become involved in the CanCare organization and volunteer to provide one-on-one long-term emotional support to cancer patients and family members. Contact Beverly Davis at 713-523-2864 ext 1027, or beverlydavis@ctkelc.org.

**515 GLOBAL MISSION TEAM**

Educate members about global issues, missionary sponsorship, and provide outreach to the global community. Support our missionaries through prayer, correspondence, and financial support. Encourage participation in Global Mission Events. Contact Carolyn Jacobs, 713-686-7458, cljaco@pdq.net.

**516 PIECEMAKERS**

Meet each Thursday from 10:00 a.m. to 1:00 p.m. Make quilts and other items for auction at the Christ the King Festival. Proceeds have gone to Lutherhill, World Hunger Appeal and the J. S. Bach Society. Also maintain choir robes – buttons, hems, split seams, etc. Contact Gail Glass, 713-665-4862.

**517 ALTERNATIVE GIFTS**

Participate in making available alternative gift items such as Fair Trade Coffee before and after church services. The sales support not-for-profit agencies. Contact Marie Monroe, 713-667-1593.

**518 CHILDREN'S SERVICE PROJECTS COORDINATOR**

Explore service opportunities for children and plan service projects. Contact Jenna Nassif, 281-313-2630 for more information.

**519 CHILDREN'S SERVICE PROJECTS**

Participate with and supervise children doing service projects.

**CHRISTIAN COMMUNITY SERVICE CENTER (CCSC) PROGRAMS**

CCSC's mission is to serve the hungry, poor, homebound, and otherwise needy. Contact Jenna Nassif, 281-313-2630.

**520 CCSC BOARD OF REPRESENTATIVES**

Attend evening board meetings every other month as Christ the King Church's board representative and report to the Congregational Service and Care Commission.

**521 CCSC JINGLE BELL EXPRESS PARTICIPANT**

Provide and help distribute new and used toys for children and food for their families during Christmas.

**522 JINGLE BELL EXPRESS COORDINATOR**

**523 CCSC SUNSHINE RESALE SHOP**

Donate clothing, furniture, household items, and bric-a-brac, or volunteer to staff the shop located at 5407 Bellaire, Houston.

**524 CCSC BACK-TO-SCHOOL PROGRAM**

Donate money for clothes and school supplies for elementary school children; help with distribution to families.

**525 BACK -TO-SCHOOL COORDINATOR**

**526 CCSC EMERGENCY SERVICES**

Donate food, clothing, financial assistance, and household items or help distribute them, and provide counseling and information referral.

**527 CCSC JOBNET**

Assist unemployed or underemployed individuals sharpen their job search skills. A background in business, human resources, or computer training is helpful.

**FOOD SERVICE MINISTRY TEAM**

Provide meals for congregational activities and for homebound members. For more information contact Beverly Davis, 713-523-2864 ext 1027.

**528 COORDINATOR/COOK**

Plan and cook a dinner for a congregational event.

**529 SERVER/SOUS CHEF**

Help the cook with preparations for cooking and serving the dinner.

**530. DISHWASHER/CLEAN-UP OR SET-UP CREW**

## **CONGREGATIONAL CARE TEAM**

“The Word is alive in our congregation in deeds of love and care.” The team is meant to be supportive and to complement resources already available to members: family, friends, or community. Volunteers are our most valuable resource. The goal of the Congregational Care Team is to match those resources with needs in the congregation to the extent we are able. Contact Janice Stuff, 713-529-9482.

### **531 HOME EMERGENCY RESPONSE COMMITTEE**

Volunteers to advise, temporarily patch or fix simple plumbing, electrical, carpentry, A/C-heating, car problems, or assist with light chores, especially for elderly members or single parents. Contact Karl Lothmann, 281-441-7242.

### **532 HOME EMERGENCY RESPONSE COMMITTEE COORDINATOR**

### **533 EMERGENCY PHONE TREE COMMITTEE**

Volunteer to phone members of the congregation who do not receive e-mail about a member’s death or other extraordinary events. Contact Jan Petner, 713-862-5670.

### **534 EMERGENCY PHONE TREE COMMITTEE COORDINATOR**

### **535 MEALS COMMITTEE**

Volunteer to provide occasional meals to a member in need and to help organize food on the occasion of a death or other circumstances. Contact Terri Koehler, 713-664-9053.

### **536 MEALS COMMITTEE COORDINATOR**

### **537 TRANSPORTATION COMMITTEE**

Volunteer to provide transportation for a doctor’s appointment, worship, shopping, or an emergency. Contact Linda Schoene, 713-426-5954.

### **538 TRANSPORTATION COMMITTEE COORDINATOR**

### **539 PRAYER NOTES COMMITTEE**

Volunteer to write a note to members expressing our support during times of need and acknowledge life changes.

### **540 PRAYER NOTES COMMITTEE COORDINATOR**

### **541 BEREAVEMENT COMMITTEE**

Volunteer to provide a faithful, appropriate presence to those experiencing loss such as: death, property, divorce, or employment. Contact Beverly Davis, 713-523-2864 ext 1027, beverlydavis@ctkelc.org.

### **542 BEREAVEMENT COMMITTEE COORDINATOR**

### **543 VISITING/PHONING COMMITTEE**

Volunteer to visit or phone a member who is temporarily or permanently indisposed and provide a listening ear and a compassionate presence. Contact Cheri Bouldin, 281-482-7417.

### **544 VISITING/PHONING COMMITTEE COORDINATOR**

### **545 SURVIVORS EXPERIENCE COMMITTEE**

Volunteer to share experience, strength, and hope with members facing similar crises in their lives. Contact Janice Thompson, 713-465-6221.

### **546 SURVIVORS EXPERIENCE COMMITTEE COORDINATOR**

### **547 COMMUNITY OF HOPE LAY CHAPLAIN**

Participate in a 14-week class that prepares members to become commissioned as lay chaplains. For more information contact Beverly Davis, 713-523-2864 ext 1027.

### **548 HEALTH MINISTRY TEAM**

Provide oversight and support to the congregation’s parish nurse program. Contact Linda Schoene, 713-426-5954.

### **549 PRAYER SHAWL MINISTRY**

Learn to knit or use your already acquired knitting skills to make prayer shawls for members and friends. You can knit individually or with a group. Contact Martha Winston, 281-480-8649.

### **550 EMERGENCY PREPAREDNESS**

Disaster preparedness is an important issue. Help Christ the King Church be prepared to act. This group will assist with registration, feeding and providing support to disaster evacuees when the Red Cross activates Christ the King Church as a shelter. Individuals will be needed in variable shifts, 24/7, for a period of 3-5 days. No experience required. Formal shelter training is provided bi-annually. Contact: Linda Schoene, 713-426-5954.

## **551 MEMORIAL GIFT RECORDS**

Keep records of memorial gifts and record them in a Memorial Fund Book which members may look through.

## **STEWARDSHIP AND FINANCE**

For more information contact David Hollrah, 713-665-0911.

### **600 STEWARDSHIP AND FINANCE COMMISSION**

The commission meets occasionally as needed and includes the chairpersons of the Personnel, Property, and Stewardship Committees. Coordinates, monitors, and reports on the activities of these and other committees listed in this section. The Commission is also in charge of the preparation of the budget that is presented to Council and subsequently to the congregation for approval each year.

*Anyone who has prepared a family budget knows that the task requires some knowledge of what the family's income and other resources will be for the period covered by the budget. We want our church leaders to plan responsibly. They can do so when members, by their annual pledges, make known what the church's "income" will be, what its resources of time and talent will be.*

### **601 STEWARDSHIP COMMITTEE COORDINATOR**

Coordinate the efforts of those serving on the Stewardship Committee. The goals of the Committee are to provide ongoing stewardship education, to match volunteers with program activities through interviews and the use of Time and Talent sheets, and to assist in the conduct of the annual Stewardship Campaign. The Campaign is a time for gathering commitments to give time, talent, and financial support for the coming year.

### **602 STEWARDSHIP COMMITTEE MEMBER**

Committee members assist the chairperson and the Financial Secretary with the annual stewardship campaign and other matters as required. Time commitment is not great.

### **603 ASSIST IN BUDGET PREPARATION**

Coordinate or assist in development of annual program expense proposal. Work with commission and committee chairpersons to get numbers. Assist with presentation to Church Council and congregation. Process begins in July, with heavier time commitment in November, December, and January. Lotus 1-2-3 experience required.

### **604 INSURANCE MONITOR**

Monitor the insurance policies of the church for adequacy of coverage and the schedule of payments.

### **605 HELP WITH MELANCHTHON INSTITUTE and/or BACH SOCIETY MAILINGS**

About ten times per year, The Melanchthon Institute and/or Bach Society send out mailings. Volunteers are requested to help assemble, label, stuff, and sort as necessary.

### **606 PROPERTY COMMITTEE**

Meet periodically to monitor church facility maintenance and to coordinate workdays. Members may perform repairs or oversee the work.

### **607 INVENTORY FURNISHINGS AND EQUIPMENT**

Set up and maintain a current list of furnishings and equipment for insurance purposes.

### **PARTICIPATE IN WORKDAYS**

Help during an occasional weekday evening or Saturday workday. Work will be maintenance and repairs, as well as landscaping or special cleaning.

### **608 MAINTENANCE & REPAIR**

#### **609 ELECTRICAL**

#### **610 CARPENTRY**

#### **611 LANDSCAPING/YARD WORK**

#### **612 PLUMBING**

#### **613 PAINTING**

#### **614 CLEANING**

### **615 SITE DEVELOPMENT COMMITTEE**

Gathers information and makes recommendations to Council with regard to the grounds and exteriors of the congregation's properties.

### **616 FURNISHINGS AND EQUIPMENT COMMITTEE**

Plans, designs, and makes recommendations with regard to the furniture and equipment used in the congregation's facilities.

### **617 KITCHEN FACILITIES COMMITTEE**

Plans, provides oversight and (where appropriate) makes recommendations with regard to equipping and use of the congregation's kitchen facilities.



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