

Lafayette Church of Christ

2017-2018 Deacon Ministry Descriptions

with support elders noted in parentheses

1. WorshipAlan Shepherd (GM)
2. Prayer Initiative.....Bob Belden (JZ)
3. Audio Visual Equipment and Staffing..... Chuck Pudiwitr (LK)
4. Caring and Sharing (pastoral care).....Rich Ruiz (JZ)
5. Caring and Sharing (benevolence)Greg Keifer (JZ)
6. Caring and Sharing (benevolence) Jack Cooper (JZ)
7. Hospitality (greeting)..... Keith Uebelein (JR)
8. Relationship Building (fellowship)Kevin Fields (JZ)
9. Children's MinistryDave Wilhelm (JR)
10. Young Adult Families.....Rich Limburg (LK)
11. College and Young Adult Singles Craig Anderson (DR)
12. Campus Stewardship: Structures, Insurance, & Vehicles Steve Ruckman (GM)
13. Campus Stewardship: Infrastructure and Security Charles Rhoades (GM)
14. Campus Stewardship: Landscaping and Janitorial..... Leland Tillman (GM)
15. Financial Stewardship Joe Johnson (LK)

Lafayette Church of Christ - 2017-2018 Ministry Description

Worship

To praise God by facilitating worship gatherings through prayer, planning, and leading the praise team

Alan Shepherd

- Pray regularly for worship leaders, praise team, and worship gatherings
- Be committed to the Lafayette Church of Christ and regularly involved in the life of the church
- Attend one of two orientation meetings (February 19, 2017 or February 26, 2017)
- Attend two prayer meetings with elders and ministers (dates to be determined, you will have a couple of weeks' notice)
- Select, train, and assign (or delegate assignment of) praise team members
- Provide an equipping conference (on campus or off) for the praise team
- Regularly care for and encourage praise team members (cards, calls, texts, emails, etc)
- Gather with praise team members once per year in an off-campus setting for appreciation and encouragement
- Notify elders and ministers of praise team members in need of prayer and emotional or spiritual counseling
- Work with Bob Clark to plan worship gatherings
- Systematically teach and introduce five new songs each year
- Equip and involve new members in the worship gatherings
- Delegate staffing of worship gathering servants and publishing of assignments
- Alert A/V Equipment and Staffing Ministry (Chuck Pudiwitr) of any A/V needs
- Delegate assignment of making sure worship gathering servants are present, know where to be and what to do, and selecting last minute substitutes if needed
- Submit coming year calendar of proposed events to Bob Clark by December 15
- Submit an annual stewardship plan (budget) for this ministry to Joe Johnson (Financial Stewardship) by November 15

- Faithfully adhere to approved stewardship plan; for good stewardship and cash flow management, notify Financial Stewardship of any planned or unexpected purchases over \$250.00
- Complete ministry self-evaluation (based on this ministry description) in June and December
- Communicate with church office regarding assembly announcements, bulletin announcements, scheduling events on the church calendar, e-mails, and web page content
- If you need prayer or help in any way, remember Greg Malcolm is your support elder

Lafayette Church of Christ - 2017-2018 Ministry Description

Prayer Initiative

To honor God by encouraging prayer in worship gatherings, small groups, classes, and in the daily life of followers of Jesus at Lafayette

Bob Belden

- Pray regularly for our church family
- Be committed to the Lafayette Church of Christ and regularly involved in the life of the church
- Attend one of two orientation sessions (February 19, 2017 or February 26, 2017))
- Attend two prayer meetings with elders and ministers (dates to be determined, you will have a couple of weeks' notice)
- Create a guideline for incorporating prayer during adult Bible classes and encourage adult Bible class teachers to utilize
- Schedule a special time of prayer in the spring and the fall for all church members, e.g., a virtual 24 hours of prayer event or a specific 30 days of prayer
- Work with Dave Wilhelm, the Lafayette Children's Ministry deacon and Mike Brown, the Lafayette Church of Christ Youth Minister to design a way to encourage prayer for teens and children (for example, adult "prayer partners" or assigned "intercessors" to pray for teens and children)
- Notify elders and ministers of people in need of prayer and emotional or spiritual counseling
- Submit coming year calendar of proposed events to Bob Clark by December 15
- Submit an annual stewardship plan (budget) for this ministry to Joe Johnson (Financial Stewardship) by November 15
- Faithfully adhere to approved stewardship plan; for good stewardship and cash flow management, notify Financial Stewardship of any planned or unexpected purchases over \$250.00
- Complete ministry self-evaluation (based on this ministry description) in June and December
- Communicate with church office regarding assembly announcements, bulletin announcements, scheduling events on the church calendar, e-mails, and web page content
- If you need prayer or help in any way, please remember Jim Zeller is your support elder

Lafayette Church of Christ • 2017-2018 Ministry Description

Audio Visual Equipment and Staffing

To reflect the glory of God and follow Jesus by supporting our church family as we gather for worship through AV equipment and staffing.

Chuck Pudiwitr

- Pray regularly for Lafayette members to gather faithfully and worship wholeheartedly
- Be committed to the Lafayette Church of Christ and regularly involved in the life of the church
- Attend one of two orientation sessions (February 19, 2017 or February 26, 2017)
- Attend two prayer meetings per year with elders and ministers (dates to be determined, you will have a couple of weeks' notice)
- Provide for staffing of projector/computer workers
- Train people to work the sound board
- Schedule people to work the sound board
- Evaluate and repair/replace A/V equipment as needed
- Clean out and reorganize the A/V room as needed
- Get people involved! Make a list of people willing to volunteer and delegate.
- Notify elders and ministers of people in need of prayer and emotional or spiritual counseling
- Submit coming year calendar of proposed events to Bob Clark by December 15
- Submit an annual stewardship plan (budget) for this ministry to Joe Johnson (Financial Stewardship) by November 15
- Faithfully adhere to approved stewardship plan; for good stewardship and cash flow management; notify Financial Stewardship (Joe Johnson) of any planned or unexpected purchases over \$250.00
- Complete ministry self-evaluation (based on this ministry description) in June and December
- Communicate with church office regarding announcements for our gatherings, bulletin announcements, scheduling events on the church calendar, e-mails, and web page content

- If you need prayer or help in any way, please remember Les Keim is your support elder

Lafayette Church of Christ - 2017-2018 Ministry Description

Caring and Sharing (pastoral care)

To honor God and follow Jesus by providing pastoral care for those who are homebound and hospitalized

Rich Ruiz

- Pray regularly for those hospitalized or homebound
- Be committed to the Lafayette Church of Christ and regularly involved in the life of the church
- Attend one of two orientation sessions (February 19, 2017 or February 26, 2017)
- Attend two prayer meetings per year with elders and ministers (dates to be determined, you will have a couple of weeks' notice)
- Provide care and encouragement for the homebound
- Create and implement a system by which the homebound and hospitalized will receive calls, cards, and visits
- Establish a team of Lafayette members who have a heart for caring for those who are homebound and provide for visits, calls, and cards
- Notify church office about any special needs of homebound members
- Notify Bob Clark immediately upon hearing of any Lafayette Church of Christ member's (or their extended family member's) hospitalization or death
- Notify elders and ministers of people in need of prayer and emotional or spiritual counseling
- Submit coming year calendar of proposed events to Bob Clark by December 15
- Submit an annual stewardship plan (budget) for this ministry to Joe Johnson (Financial Stewardship) by November 15
- Faithfully adhere to approved stewardship plan; for good stewardship and cash flow management, notify Financial Stewardship of any planned or unexpected purchases over \$250.00
- Complete ministry self-evaluation (based on this ministry description) in June and December
- Communicate with church office regarding assembly announcements, bulletin announcements, scheduling events on the church calendar, e-mails, and web page content

- If you need prayer or help in any way, please remember Jim Zeller is your contact elder

Lafayette Church of Christ - 2017-2018 Ministry Description

Caring and Sharing (benevolence)

To reflect the glory of God and follow Jesus by providing financial assistance and counseling to people of the Lafayette church

Greg Keifer

- Pray regularly for those in our church family who are in financial need
- Be committed to the Lafayette Church of Christ and regularly involved in the life of the church
- Attend one of two orientation sessions (February 19, 2016 or February 26, 2017)
- Attend two prayer meetings per year with elders and ministers (dates to be determined, you will have a couple of weeks' notice)
- Team with Jack Cooper in your ministry – sharing the work as you both decide, except where assignments differ
- Serve as a case-worker for members with financial needs by assessing needs, preparing spending plans, assisting with writing resumes, suggesting income sources, preparing for job applications and interviews, managing debt, and building life-skills
- Submit a monthly expenditure report to the elders using a template you design for these reports
- Notify elders and ministers of people in need of prayer and emotional or spiritual counseling
- Provide assistance to members who need help with groceries, utilities, housing, and/or medical expenses
- Care for and encourage the needy among us with compassion and love
- Provide financial stewardship training for church and community through Financial Peace University
- Submit coming year calendar of proposed events to Bob Clark by December 15
- Submit an annual stewardship plan (budget) for this ministry to Joe Johnson (Financial Stewardship) by November 15
- Recruit members to the Generosity Team consisting of Lafayette members with the gift of generosity who will help during financial emergencies
- Develop a team of volunteers who are willing and able to assist with financial counseling, providing transportation, writing resumes, etc. and get people involved

- Faithfully manage funds in dedicated checking account while adhering to approved spending plan (funds will be deposited quarterly, account audited yearly)
- Complete ministry self-evaluation (based on this ministry description) in June and December
- Communicate with church office regarding assembly announcements, bulletin announcements, scheduling events on the church calendar, e-mails, and web page content
- If you need prayer or help in any way, please remember Jim Zeller is your contact elder

Lafayette Church of Christ - 2017-2018 Ministry Description

Caring and Sharing (benevolence)

To reflect the glory of God and follow Jesus by providing financial assistance and counseling to people of the Lafayette church

Jack Cooper

- Pray regularly for those in our church family who are in financial need
- Be committed to the Lafayette Church of Christ and regularly involved in the life of the church
- Attend one of two orientation sessions (February 19, 2017 or February 26, 2017)
- Attend two prayer meetings per year with elders and ministers (dates to be determined, you will have a couple of weeks' notice)
- Team with Greg Keifer in your ministry – sharing the work as you both decide, except where assignments differ
- Serve as a case-worker for members with financial needs by assessing needs, preparing spending plans, writing resumes, suggesting income sources, preparing for job applications and interviews, managing debt, and building life-skills
- Notify elders and ministers of people in need of prayer and emotional or spiritual counseling
- Provide assistance to members who need help with groceries, utilities, housing, and/or medical expenses
- Care for and encourage the needy among us with compassion and love
- Provide financial stewardship training for church and community through Financial Peace University
- Submit coming year calendar of proposed events to Bob Clark by December 15
- Submit an annual stewardship plan (budget) for this ministry to Joe Johnson (Financial Stewardship) by November 15
- Recruit members to the generosity team consisting of Lafayette members with the gift of generosity who will help during financial emergencies
- Faithfully manage funds in dedicated checking account while adhering to approved spending plan (funds will be deposited quarterly, account audited yearly)
- Complete ministry self-evaluation (based on this ministry description) in June and December

- Communicate with church office regarding assembly announcements, bulletin announcements, scheduling events on the church calendar, e-mails, and web page content
- If you need prayer or help in any way, please remember Jim Zeller is your support elder

Lafayette Church of Christ • 2017-2018 Ministry Description

Hospitality Ministry (Greeting)

To honor and reflect God by warmly welcoming newcomers to Lafayette

Keith Uebelein

- Pray regularly for guests, newcomers, and the hospitality ministry team
- Be committed to the Lafayette Church of Christ and regularly involved in the life of the church
- Attend one of two orientation sessions (February 19, 2017 or February 26, 2017)
- Attend two prayer meetings with elders and ministers (dates to be determined, you will have a couple of weeks' notice)
- Notify elders and ministers of people in need of prayer and emotional or spiritual counseling
- Recruit, train, and assign first-line greeters for our porch and foyer. Submit assignments to Lourene Clark monthly; deadline is the Monday before the last Sunday of each month.
- Recruit, train, and schedule teams to prepare and serve refreshments each week
- Explore and suggest special Sunday programs in which hospitality is a featured part of our time together (example, is there an idea like Cider Sunday that might work during another season?)
- Recruit, train, and assign zone-system greeters in the worship center for our gatherings
- Work with ministers and ministry leaders to creatively plan an open house/ministry fair-type program
- Explore current guest follow-up and suggest upgrades
- Work with relationship building (fellowship) ministry (Kevin Fields) and ministers to provide one or two entry point level events per year
- Submit coming year calendar of proposed events to Bob Clark by December 15

- Submit an annual stewardship plan (budget) for this ministry to Joe Johnson (Financial Stewardship) by November 15
- Faithfully adhere to approved stewardship plan; for good stewardship and cash flow management, notify Financial Stewardship of any planned or unexpected purchases over \$250.00
- Complete self-evaluation (based on this ministry description) in June and December
- Communicate with church office regarding announcements in our gatherings, bulletin announcements, scheduling events on the church calendar, e-mails, and web page content
- If you need prayer or help in any way, please remember Jackie Roland is your contact elder

Lafayette Church of Christ · 2017-2018 Ministry Description

Relationship Building (fellowship)

To honor God by building community among followers of Jesus at Lafayette

Kevin Fields

- Pray regularly for the Lafayette Church of Christ to experience the unity of the Spirit
- Be committed to the Lafayette Church of Christ and regularly involved in the life of the church
- Attend one of two orientation sessions (February 19, 2017 or February 26, 2017)
- Attend two prayer meetings per year with elders and ministers (dates to be determined, you will have a couple of weeks' notice)
- Notify elders and ministers of people in need of prayer and emotional or spiritual counseling
- Plan (at least quarterly, monthly in the summer) gatherings and activities to build community among followers of Jesus at Lafayette, *for example, something like--*
 - Dinner groups
 - Wednesday night meals
 - Float trips
 - All-church Christmas party
 - Seasonal events
 - Fish Fry
 - Pig Roast
 - Shrimp Boil
 - Game Night
 - Fun Day at Hidden Valley
 - Adult teams for Neotez Volleyball Tournament
 - Teams for CFS's Trivia Night
- Develop a team of helpers to assist with relationship building events and activities
- Work with Hospitality Ministry (Keith Uebelein) and ministers to provide one or two entry point level events per year
- Identify and develop a team of creative people who might suggest new relationship building activities and events
- Submit coming year calendar of proposed events to Bob Clark by December 15

- Submit an annual stewardship plan (budget) for this ministry to Joe Johnson (Financial Stewardship) by November 15
- Faithfully adhere to approved spending plan; for good stewardship and cash flow management, notify Financial Stewardship of any planned or unexpected purchases over \$250.00
- Complete ministry self-evaluation (based on this ministry description) in June and December
- Communicate with church office regarding assembly announcements, bulletin announcements, scheduling events on the church calendar, e-mails, and web page content
- If you need prayer or help in any way, please remember Jim Zeller is your support elder

Lafayette Church of Christ - 2017-2018 Ministry Description

Children's Ministry

To follow Jesus by providing for the spiritual formation of Lafayette's children

Dave Wilhelm

- Pray regularly for Lafayette's children and teachers of children's classes
- Pray specifically for God to bring new children to Lafayette
- Be committed to the Lafayette Church of Christ and regularly involved in the life of the church
- Attend one of two orientation meetings (February 19, 2017 or February 26, 2017)
- Attend two prayer meetings per year with elders and ministers (dates to be determined, you will have a couple of weeks' notice)
- Care for the Sunday and Wednesday Bible class teachers with regular encouragement
- Notify elders and ministers of anyone in need of prayer and spiritual or emotional counsel
- Choose, order, and distribute Bible class curriculum to teachers
- Recruit, schedule, equip, and support teachers for Sunday and Wednesday classes
- Implement and use a nursery registration process (using cell phones or pagers)
- Work with Mike Brown to complete background checks on nursery workers and class teachers before January 2018
- Meet and greet children on Sundays in The Big Room
- Prep preschool class on Sunday mornings
- Plan LCM Movie Night, Trunk or Treat, and other special events
- Get people involved! Make a list of people willing to volunteer and delegate
- Plan, lead, and staff SummerJAM
- Publish quarterly LCM newsletter and maintain LCM Facebook page
- Maintain, organize, and stock the teacher resource room
- Submit coming year calendar of proposed events to Bob Clark by December 15

- Submit an annual stewardship plan (budget) for this ministry to Joe Johnson (Financial Stewardship) by November 15
- Faithfully adhere to approved spending plan; for good stewardship and cash flow management, notify Financial Stewardship of any planned or unexpected purchases over \$250.00
- Complete ministry self-evaluation (based on this ministry description) in June and December
- Communicate with church office regarding assembly announcements, bulletin announcements, scheduling events on the church calendar, e-mails, and web page content
- If you need prayer or help in any way, please remember Jackie Roland is your support elder

Lafayette Church of Christ - 2017-2018 Ministry Description

Young Adult Families

To praise God by providing young adult families (late 20s to mid 30s) an entry and connect points to Lafayette.

Rich Limburg

- Pray regularly for Lafayette's young families
- Be committed to the Lafayette Church of Christ and regularly involved in the life of the church
- Attend one of two orientation meetings (February 19, 2017 or February 26, 2017)
- Attend two prayer meetings per year with elders and ministers (dates to be determined, you will have a couple of weeks' notice)
- Develop an intentional plan for hospitality that may include an initial welcome, an invitation to share a meal, and a personal invitation to upcoming events
- Regularly care for and encourage young adult families (tracking attendance and involvement; communicating with cards, calls, texts, emails, etc)
- Plan and offer one event per quarter for young adult families.
- Identify one ministry opportunity that could be sponsored by the young adult families
- Notify elders and ministers of young adult families in need of prayer and emotional or spiritual counseling
- Submit coming year calendar of proposed events to Bob Clark by December 15
- Submit an annual stewardship plan (budget) for this ministry to Joe Johnson (Financial Stewardship) by November 15
- Faithfully adhere to approved stewardship plan; for good stewardship and cash flow management, notify Financial Stewardship of any planned or unexpected purchases over \$250.00
- Complete ministry self-evaluation (based on this ministry description) in June and December
- Communicate with church office regarding assembly announcements, bulletin announcements, scheduling events on the church calendar, e-mails, and web page content
- If you need prayer or help in any way, remember Les Keim is your support elder

Lafayette Church of Christ - 2017-2018 Ministry Description

Ministry with College Students and Young Adult Singles

To praise God by encouraging college students and young adult singles through teaching, fellowship, and service

Craig Anderson

- Pray regularly for Lafayette's college students and young adult single members
- Be committed to the Lafayette Church of Christ and regularly involved in the life of the church
- Attend one of two orientation meetings (February 12, 2017 or February 19, 2017)
- Attend two prayer meetings per year with elders and ministers (dates to be determined, you will have a couple of weeks' notice)
- Regularly care for and encourage college students and young adult singles (cards, calls, texts, emails, etc.)
- Coordinate Lafayette's support and interaction with ACTS.
- Gather with college students and young adult singles group once per year in an off-campus setting for appreciation and encouragement
- Notify elders and ministers of college students and young adult singles in need of prayer and emotional or spiritual counseling
- Submit coming year calendar of proposed events to Bob Clark by December 15
Submit an annual stewardship plan (budget) for this ministry to Joe Johnson (Financial Stewardship) by November 15
- Faithfully adhere to approved stewardship plan; for good stewardship and cash flow management, notify Financial Stewardship of any planned or unexpected purchases over \$250.00
- Complete ministry self-evaluation (based on this ministry description) in June and December
- Communicate with church office regarding assembly announcements, bulletin announcements, scheduling events on the church calendar, e-mails, and web page content
- If you need prayer or help in any way, remember Dan Roper is your support elder

Lafayette Church of Christ · 2017-2018 Ministry Description

Campus Stewardship: Structures, Insurance, and Vehicles

To honor God by managing facilities so members and the community can be blessed by the facilities with which God has blessed us

Steve Ruckman

- Pray regularly for our campus to be an outpost of the kingdom of God: a place where people can experience the love of God; a space where people can gather to worship God and from which people scatter to reflect God
- Be committed to the Lafayette Church of Christ and regularly involved in the life of the church
- Attend one of two orientation sessions (February 19, 2017 or February 26, 2017))
- Attend two prayer meetings with elders and ministers (dates to be determined, you will have a couple of weeks' notice)
- Coordinate special projects as needed
- Coordinate repair and replace campus structures (church building, church office, and EPICenter) with Charles Rhodes and Leland Tillman, including:
 - Roof
 - Carpet
 - Floors
 - Structures
 - Interior and exterior painting (note: Lafayette member Rusty Andrews has a painting business)
- Maintain and repair church van and trailer including:
 - State inspection
 - Regular maintenance
 - Engine/body repairs
- Develop long range (5 year horizon) spending plans for the Lafayette campus
- Provide evaluations and recommendations to the elders regarding insurance coverage needs for entire campus, buildings, van and trailer
- Get people involved! Make a list of people willing to volunteer and delegate.
- Notify elders and ministers of people in need of prayer and emotional or spiritual counseling
- Submit coming year calendar of proposed events to Bob Clark by December 15

- Submit an annual stewardship plan (budget) for this ministry to Joe Johnson (Financial Stewardship) by November 15
- Faithfully adhere to approved spending plan; for good stewardship and cash flow management, notify Financial Stewardship of any planned or unexpected purchases over \$250.00
- Complete ministry self-evaluation (based on this ministry description) in June and December
- Communicate with church office regarding assembly announcements, bulletin announcements, scheduling events on the church calendar, e-mails, and web page content
- If you need prayer or help in any way, please remember Greg Malcolm is your support elder

Lafayette Church of Christ - 2017-2018 Ministry Description

Campus Stewardship: Infrastructure and Security

To honor God by managing facilities so members and the community can be blessed by the facilities with which God has blessed us

Charles Rhoades

- Pray regularly for our campus to be an outpost of the kingdom of God: a place where people can experience the love of God; a space where people can gather to worship God and from which people scatter to reflect God
- Be committed to the Lafayette Church of Christ and regularly involved in the life of the church
- Attend one of two orientation sessions (February 19, 2017 or February 26, 2017)
- Attend two prayer meetings with elders and ministers (dates to be determined, you will have a couple of weeks' notice)
- Maintain and repair campus infrastructure (church building, EPICenter, church office) including:
 - HVAC
 - Electrical (note: Roger Gleber and Daryl McFarland are electricians)
 - Plumbing
 - Bulbs
 - Filters
 - Interior and exterior lighting
 - Church furnishings
 - Parking Lot
- Work with Bob Clark to upgrade indoor and outdoor church signage
- Work with campus stewardship team (Steve Ruckman and Leland Tillman) to schedule, organize, and lead a campus workday in spring and fall
- Create a "How to Handle Emergencies" (for example, water leak) plan for the staff
- Provide key stewardship – manage keys as assigned
- Provide for the maintenance, cleaning and readiness of the baptistery
- Notify elders and ministers of people in need of prayer and emotional or spiritual counseling
- Submit coming year calendar of proposed events to Bob Clark by December 15

- Submit an annual stewardship plan (budget) for this ministry to Joe Johnson (Financial Stewardship) by November 15
- Faithfully adhere to approved spending plan; for good stewardship and cash flow management, notify Financial Stewardship of any planned or unexpected purchases over \$250.00
- Complete ministry self-evaluation (based on this ministry description) in June and December
- Communicate with church office regarding assembly announcements, bulletin announcements, scheduling events on the church calendar, e-mails, and web page content
- If you need prayer or help in any way, please remember Greg Malcolm is your support elder

Lafayette Church of Christ · 2017-2018 Ministry Description

Campus Stewardship: Landscaping and Janitorial

To honor God by managing facilities so that members and the community can be blessed by the facilities with which God has blessed us

Leland Tillman

- Pray regularly for our campus to be an outpost of the kingdom of God; a place where people can experience the love of God; a space where people can gather to worship God and from which people scatter to reflect God
- Be committed to the Lafayette Church of Christ and regularly involved in the life of the church
- Attend one of two orientation sessions (February 19, 2017 or February 26, 2017)
- Attend two prayer meetings with elders and ministers (dates to be determined, you will have a couple of weeks' notice)
- Work in cooperation with Lafayette Christian Preschool (Anna Weaver and Becky Shepherd) to provide for the cleaning of our facilities (church building, church office, EPICenter) *** Anna has been tasked with taking the lead on hiring and accountability*
 - Solicit, assess, accept bids from licensed and insured janitorial providers
 - Provide feedback and accountability to janitor service
 - Purchase supplies as needed
- Solicit, assess, and accept bids for dumpster contract
- Develop and implement plan for dealing with “emergency” needs (i.e. water leak, tree down)
- Prepare a building clean-up guide for special events
- Administer pest control services for the entire campus
- Provide for lawn and landscaping/snow removal, taking bids yearly on the work from licensed and insured landscaping providers and providing feedback (note: Lafayette attendee Aaron Isom has a landscaping business)
- In cooperation with Pam Volk, give special attention to watering and weeding flower beds around church building
- Work with campus stewardship team (Steve Ruckman and Charles Rhoades) to schedule, organize, and lead a campus workday in spring and fall

- Submit an annual stewardship plan (budget) for this ministry to Joe Johnson (Financial Stewardship) by November 15
- Submit coming year calendar of proposed events to Bob Clark by December 15
- Faithfully adhere to approved spending plan; for good stewardship and cash flow management, notify Financial Stewardship of any planned or unexpected purchases over \$250.00
- Complete ministry self-evaluation (based on this ministry description) in June and December
- Communicate with church office regarding assembly announcements, bulletin announcements, scheduling events on the church calendar, e-mails, and web page content
- If you need prayer or help in any way, please remember Greg Malcolm is your contact elder

Lafayette Church of Christ - 2017-2018 Ministry Description

Financial Stewardship

To honor and reflect God's glory by being a good steward of church funds

Joe Johnson

- Pray regularly for all funds to be used in a way that glorifies God
- Be committed to the Lafayette Church of Christ and regularly involved in the life of the church
- Attend one of two orientation meetings (February 19, 2017 or February 26, 2017)
- Attend two prayer meetings per year with elders and ministers (dates to be determined, you will have a couple of weeks' notice)
- Notify elders and ministers of people in need of prayer and emotional or spiritual counseling
- Ensure compliance with government employment and tax laws
- Pay bills and maintain accounts (checking, savings, loans, credit cards)
- Work with ministers to set up compensation agreements (salary, housing allowance, business expenses, medical allowance)
- Set automatic payroll deposits
- Make quarterly deposits to Caring and Sharing account; audit yearly
- Prepare quarterly and yearly standard financial statements for the elders
- Prepare quarterly and yearly standard financial statements for the church
- Prepare and present reports at congregational meetings or Lafayette 101 classes to inform the congregation about our financial situation and teach them about stewardship
- Prepare and distribute yearly contribution receipts for members to be included with a letter from the elders
- Manage cash flow by interacting with deacons and ministry leaders regarding purchases over \$250.00
- Communicate stewardship concerns about any of our accounts or ministries to elders
- Prepare and deliver year-end contribution receipts to members
- Submit coming year calendar of proposed events to Bob Clark by December 15

- Lead preparation of an annual stewardship plan for the church, working with the deacons, staff, ministry leaders, and elders beginning November 1 and to be completed by December 10
- Complete ministry self-evaluation (based on this ministry description) in June and December
- Communicate with church office ministry assistants regarding assembly announcements, bulletin announcements, scheduling events on the church calendar, e-mails, and web page content
- If you need prayer or help in any way, please remember Les Keim is your support elder