

Redeemer Lutheran Church

Shared Ministry Opportunities in...

Office Help & Maintenance

Sometimes the ministry opportunities we forget about are those that concern the church's administrative support, and the maintenance of its property and grounds. Yet these opportunities help assist paid staff to keep the church running smoothly while keeping our costs within budget.

Listed below are some of the opportunities included in this brochure where volunteers can help out.

Reception, & Telephone Answering

Bulletin

Newsletter

Mailings

Data Entry

Property Team

Maintenance Opportunities

Event Setup

Grounds maintenance

*Landscaping and
General maintenance
& repairs*

Reception, & Telephone Answering

Additional help is needed in the office to answer phones, take messages, greet visitors, and provide an office presence for security reasons. No special skills are required, just a pleasant personality and good message taking skills.

Time: Regular office hours, M-Th

Place: Church Office

Contact: Judy Shaffer 425-6071



Bulletin

Every week, the Sunday Bulletin is printed and must be folded and assembled for each service. Extra hands are always appreciated.

Place: Church Office

Contact: Judy Shaffer 425-6071

Newsletter

Every month, the Newsletter is prepared and mailed to our members. Copies must be made, and the newsletter must be folded, sealed and addressed for mailing. Many extra hands are required to complete this project on time. Let Judy know if you can help.

Scheduled: Mid month

Time: Regular office hours

Place: Church Office

Contact: Judy Shaffer 425-6071

Mailings

From time to time special mailings go out to all members. Help is needed in assembly, stuffing, addressing, sealing and stamping envelopes.

Contact: Judy Shaffer 425-6071

Data Entry

Occasionally, a special project may require entering or updating large amounts of data into the computer. Assistance in data entry may be needed to get the work done in a timely manner. Computer data entry skills and experience is required, as well as the ability to maintain the confidentiality of the data involved. Let us know if are qualified and able to help when needed.

Scheduled: As required

Time: Regular office hours

Place: Church Office

Contact: Judy Shaffer 425-6071

Property Team

Maintenance Opportunities

The Property Team contracts, facilitates or performs all maintenance activities in our facility.

Event Setup

Many events take place during the year which require setting up tables and chairs in the Family Life Center, the Fellowship Hall or individual classrooms. For larger events sometimes help is needed for setup, breakdown, or changing the room configuration. Additional “arms and legs” are really appreciated when the time between events is short. If you can help out, let us know.

Contact: Ryan Clark 425-6071

Grounds maintenance

In addition to lawn mowing, there are always maintenance items needed to keep our grounds looking good. Sidewalks and parking lots need sweeping and minor maintenance, there is fall raking and storm debris cleanup, tree trimming, weed control, etc. While our maintenance staff handles much of this, additional help is appreciated from time to time.

Place: Church grounds

Contact: Ken Zipperer 424-3927

Landscaping and General Maintenance and Repairs

Our maintenance staff does a fine job, but occasionally can use some extra help on big or special or seasonal projects. Such projects may entail minor maintenance or repair of the building, furniture, or fixtures. Painting, carpentry or woodworking skills are often in demand. Knowledge of plumbing, electrical or other skills may be useful as well, depending on the project. Additionally, our church van needs occasional cleaning (inside and out) as well as regular maintenance.

Our Property Team members are assigned to the following areas:

Anita Knack—Landscaping

Ken Zipperer—Lawn Care and Equipment

Joan Barnett—Building Maint. & Improvements

Mark Troester—Technology & Equipment

Kevin Vehrs—Misc Repairs & Maintenance

Randy Brown—Painting and HVAC

Randy Brown serves as Chairperson of the Property Team. If you have skills in these areas and can help out when needed we can use you.

Contact: Ryan Clark at 425-6071 or any member of the Property Team.

