



Deacons

Deacon Binder
Updated 01.25.2026

Table of Contents

DEACON ROSTER	3
Board of Deacons for 2026	3
Ministry Assignments	4
DEACON ROLE	4
Job Description and Deacon Leaders	5
Diaconate Alumni	6
How Our Deacons Work	6
Deacon Do's and Don'ts	9
COMMUNITIES OF CARE 2026	10
How to Access your Community of Care on Realm	11
Ideas for Connecting with your Community of Care	11
Sample Letter for Deacons	12
CONGREGATIONAL CARE MINISTRY	13
Benevolence Fund	13
Benevolence Fund Application	14
Birthday Cards for Seniors	16
Support Ministries	16
Alzheimer's Support	16
Caring Friends	16
Prayer Cordon	16
Sojourners	17
Stephen Ministry	17
College Care Packages	18
Senior Care Packages	19
Health/Safety	19
FELLOWSHIP/MEMBERSHIP MINISTRY	20
Coffee Hour	20
Memorial Teas	20
Homecoming	20
Socials	20
Staff Christmas Luncheon	20
Veteran's Luncheon	23
Welcome committee	23
WORSHIP MINISTRY	24
Communion Set Up	24
Set-up and Pre-Service	24
Between Services	25
Final Clean-up	25
Children's Communion	26
Communion Prep and Cleanup "Cheat Sheet"	27
Bread Cutting Diagram	28
Table Layout	29
Courtesy Cart	30
Flowers/Bud Vases	30

Home Communion	32
DEACON LIAISONS	33
Children, Youth, Family and Preschool Committee	33
Church Officer Nominating Committee	33
Membership Committee	33
Preschool Board	33
Strategy and Communications	33
Worship, Music, Communications	33
Youth Deacon	34

DEACON ROSTER

Board of Deacons for 2026

Moderator: Jan Luttenberger
 Vice Moderator: Catherine Messer
 Treasurer: Samantha Nordin
 Secretary: Jacob Ervin
 Pastor Liaison: Rev. Jasmine Smart

Class of 2026

Gloria Chon
 Gretchen Jakubiak
 Toni Johnson
 Kim McGlynn
 Richard Morris
 Leslie Sikes
 Dan Tomlinson
 Christian Yousif

Class of 2027

Molly David
 Jacob Ervin
 Melissa Lewis
 Janette Luttenberger
 Catherine Messer
 Cynthia Niedbalski
 Samantha Nordin
 Rosario Quintero
 Minnie Washington
 Ginger Winter

Class of 2028

Rockson Arnold
 Ian Dittus
 Abhilash Jalli
 Jessica Kallgren
 Amy Maple
 Stephanie Sliwinski
 Mary Vanderworp
 Susan Wheatley
 Amanda Yousif
 Albert Zolton

2026 Youth Deacons: Caroline Eriksen and Vivian Flowers

Meeting Information:

Deacon meetings are the second Tuesday of the month
 6:30 pm, Hybrid via Zoom and in-person (Abbey 28)

Ministry Assignments 2026

Moderator	Jan Luttenberger '27
Vice Moderator	Catherine Messer '27
Treasurer	Sam Nordin '27
Secretary	Jacob Ervin '27
Congregational Care	
Benevolence Fund	<i>Pastor Jasmine</i> , Jan Luttenberger '27, Catherine Messer '27
Birthday Card for Seniors 80+	
Care Packages for College Students	*Gretchen Jakubiak '26
Care Packages for Seniors	
Health/Safety	
Support Ministries	*Toni Johnson '26
Alzheimer's Support	* <i>Camille Breen</i>
Caring Friends	* <i>Glenda Herb</i>
Prayer Cordon	* <i>Bob O'Hara</i> , Catherine Messer '27
Sojourners	* <i>Ann Hartzell</i>
Stephen Ministry	* <i>Nancy Lau</i>
Fellowship	
Coffee Hour Ministry	* <i>Glenda Herb</i> , Catherine Messer '27
Memorial Teas Ministry	* <i>Midge Barrow</i> , <i>Helen Cambell</i>
Homecoming	
Socials – Easter Egg Hunt, Anniversary Sunday Reception, Car Show	
Staff Christmas Luncheon	
Veteran's Luncheon	
Welcome Committee	Dan Tomlinson '26
Worship	
Communion Prep	Leslie Sikes '26
Flower (Bud Vase) Ministry	Leslie Sikes '26
Home Communion	*Toni Johnson, <i>Terri Miller</i>
Liaisons	
Children Youth and Family Committee	Gloria Chon '26
Church Officer Nominating Committee	Catherine Messer '27
Membership Committee	Kim McGlynn '26
Preschool Board	Stephenie Sliwinski '28
Strategy Committee	Molly David '27
Worship Committee	Gretchen Jakubiak '26
Youth Representatives	Caroline Eriksen '28, Vivian Flowers '28

* Chairman *Italicized* – not a current Deacon

DEACON ROLE

Job Description and Deacon Leaders

The Presbyterian Church USA's Book of Order describes the qualities of a Deacon as follows:

The office of Deacon as set forth in Scripture is one of sympathy, witness, and service after the example of Jesus Christ. Persons of spiritual character, honest repute, of exemplary lives, brotherly and sisterly love, warm sympathies, and sound judgment should be chosen for this office.

It is the duty of Deacons, first of all, to minister to those who are in need, to the sick, the friendless, and to any who may be in distress both within and beyond the community of faith. They shall assume such other duties as may be delegated to them by the Session.

The Board of Deacons is comprised of 24-30 adult members who serve for a three-year term and 2 youth members who serve for a one-year term. Deacons undertake ministries of care and compassion within and beyond the congregation. At the Kirk, Deacons are involved with the following:

- Congregational Care
 - Benevolence Fund
 - Birthday Cards for Seniors
 - Support Ministries
 - Alzheimer's Support
 - Caring Friends
 - Prayer Cordon
 - Sojourners
 - Stephen Ministry
 - Care Packages for College Students and Seniors
 - Health/Safety Ministry
 - Meal Train
- Fellowship/Membership
 - Coffee Hour Ministry
 - Memorial Teas Ministry
 - Homecoming
 - Socials – Easter Egg Hunt, Anniversary Sunday Reception, Car Show
 - Staff Christmas Luncheon
 - Veteran's Luncheon
 - Welcome Committee
- Worship
 - Communion Prep
 - Flower (Bud Vase) Ministry
 - Home Communion
- Deacon Liaisons
 - Children Youth and Family Committee
 - Church Officer Nominating Committee
 - Membership Committee
 - Preschool Board
 - Strategy Committee
 - Worship Committee
 - Youth Representatives (2)

Diaconate Alumni

The Diaconate Alumni is an informal organization for all Kirk members who have been ordained as Deacons in the Presbyterian Church. The Diaconate Alumni serve as hosts for the between services coffee hour each Sunday. Additionally, they are asked to assist the Deacons with Memorial Teas and Communion.

How Our Deacons Work

The Deacons: Presbyterian Polity in Action

1. Representative Democracy—similar to civil structure; separation of powers; one of three
2. “Theology of the Group”—group of people more likely to make good decisions than an individual person

Purpose of the Deacons

1. “Care for our Members”
2. Organization varies by size of congregation—division of responsibility and labor
3. Set the vision—“big picture” of where we’re going and why
4. Work with Ministry Areas to fulfill our shared mission

Purpose of the Ministry Areas

1. “Do the Work of the Deacons”—enact the deacon's plan in their area of service
2. Primary place of deliberation and action

Role of Moderator

1. “Moderate”—keep us on topic and on track
2. Call meetings to order; identify speakers; calls for motions, discussions, votes
3. Does not make motions—may suggest a direction or approach for consensus
4. Call special meetings as needed—usually at request of a committee or two members
5. “Police Process”—enforced or agreements; keep order meetings; shared responsibility among members
6. Notifies members of meetings and compiles information for meetings
7. Helps review and revise communities of care at the beginning of the year, when new deacons are added and others graduate
8. Serves on Congregational Benevolence committee (reviews requests for benevolence or grace funds)

Role of Vice Moderator

1. At each meeting, calls for motion to approve the minutes from the prior meeting, agenda, excused absences, and treasurer’s reports and provides a Vice Moderator’s update / report
2. Creates a sign-up form for opening devotion, opening prayer, faith journey, and closing prayer for each meeting
3. Serves on the Church Officer Nominating Committee (CONC)
4. Serves on Congregational Benevolence committee (reviews requests for benevolence or grace funds)
5. The Vice Moderator typically takes the role of Moderator the following year

Role of Treasurer

1. Maintains and reviews financial records
2. Delivers treasurer’s written report monthly, prior to each deacon meeting. These are shared with the deacons and reviewed for approval at each meeting.

Role of Secretary

1. Records minutes of the meetings and delivers them to the Kirk staff, upon approval
2. Records attendance at each meeting and includes it in the meeting minutes
3. Does not make motions—records them

Working Together as a Covenant People

1. Authorize Ministry Areas to fulfill their jobs and spend their money
 - a. No authorization needed for “regular” responsibilities or expenditures
 - b. Something “new” that impacts multiple areas needs to come to board
2. Honor our Covenant
 - a. Read and review Deacon Covenant—see draft within this orientation packet
 - b. Hold us all accountable to the same level
3. Honor our Process—Present a “United Front” to Congregation
 - a. We discuss, discern, decide and declare
 - b. We vote our convictions, and accept the majority decision
 - c. We do not share our process outside of session—triangulation doesn’t help
 - d. *“Those concerns were addressed fairly, and the deacons decided to”*
4. Consider “What is best for the whole church?”
 - a. Not just your ministry area—the overall vision/direction
 - b. Doing what is best for the whole body at the “expense” of your area may be necessary—and noble

Ways to Enhance our Productivity

1. Ministry Area Moderators do not have to be Deacons—allowed but not required
2. Ministry Area Moderator records minutes and forwards to Reporting Deacon
3. Deacon prepares report in three agreed areas: Action, Discussion and Information—do NOT send minutes
 - a. Action—requires action from the board
 - b. Discussion—would appreciate insight of deacons to explore implications; no vote
 - c. Information—keeps deacons informed of committee activities; no vote; no discussion unless want to highlight or ask questions
4. Deacon Moderator will send out due dates for all meeting materials
5. All deacons agree to read all information prior to meeting—absolutely necessary to make informed decisions
6. Action Items come from ministry area
 - a. If a deacon brings a motion, moderator usually refers to a ministry area
 - b. Exceptions can—and probably will—be made depending on circumstances
7. In most cases, “major items” will be presented for “discussion” at least one month prior to “action”
8. Electronic “votes”
 - a. Only when response necessary in short period of time
 - b. Nothing controversial—usually
 - c. Any opposition indicates a meeting will be called
9. Email is to be used for sharing information—not emotion—if confronted with complicated or difficult issue, it’s better to connect personally

Enjoy Serving on Our Deacons

1. Taking some time to agree on these items now should enhance our time together—and make our meetings more enjoyable
2. Thank you for your service to our church and to our God

Basic Rules of Deacon Work in Ministry

Rule #1—Divide the Work!

Rule #2—Multiply the Ministry!

1. The goal of good ministry areas is to involve as many people as possible doing the ministry, to encourage them in the life and ministry of our church...
 - a. by matching people's gifts to needs and opportunities around us
 - b. by trusting people to do their best without micro-management
 - c. by dividing the ministry into smaller pieces so more can become a part
2. As servant leaders, we are called to Invite, Engage, Integrate, and Disciple our church family for ministry.
3. We must trust our members—and help them to trust themselves.

Deacon Do's and Don'ts

In an effort to clarify just what the Deacons can do, the following partial list is offered. It is important to have things set in black and white so that when we receive a request we all speak with one voice. The Deacon's role is one of "sympathy, witness and service after the example of Jesus Christ." (Chapter 6 of The Book of Order). Our ministry is one of empathy, sympathy, comfort and support.

The Deacon ministry may be on-going in the offering of prayer, reading scripture together, dialoging, etc. It involves the giving of time, talent, understanding and human kindness. Included in some of the needs may be the following:

- Taking in the mail, packages, newspaper;
- Taking member to the doctor or other medical appointments;
- Picking up prescriptions or other medical devices, etc.;
- Walking the dog, feeding the cat, dog, etc.;
- Driving to therapy when no one else is available;
- Taking member grocery shopping;
- Chatting on the phone;
- Visiting;
- Having coffee;
- Supplying a meal;
- Other simple tasks;
- Providing the name of the member to the Pastors, Staff, Prayer Cordon, Caring Ministers or Stephen Ministers if you feel it's appropriate and needed.

While we are the ones to supply comfort and give service to the members of our congregation, there are matters in which we CANNOT and should not be involved. These areas may include:

- Situations/conditions requiring medical knowledge;
- Situations/conditions requiring psychological expertise;
- Situations requiring physical or rehabilitative involvement
- Therapeutic situations;
- Administering medications;
- Offering legal, financial or professional advice;
- Helping to bathe;
- Feeding;
- Paying bills;
- Helping in dealing with a job loss;
- Help in handling economic problems;
- Dealing with their family dynamics.

If you have a question on how to be most helpful to a Kirk member in need or have a concern about a possible boundaries issue, please contact a Kirk pastor.

COMMUNITIES OF CARE 2025

	Area of Community	Care Group	Last Name	Assigned to
1	zip code 48302 Bloomfield Hills	1A	<i>A-E</i>	Rosario Quintero
		1B	<i>F-O</i>	Gloria Chon
		1C	<i>P-Z</i>	Molly David
2	zip code 48301 Bloomfield Hills	2A	<i>A-D</i>	Samantha Nordin
		2B	<i>E-M</i>	Dan Tomlinson
		2C	<i>N-Z</i>	Rockson Arnold
3	zip code 48304 Bloomfield Hills	3A	<i>A-D</i>	Ginger Winter
		3B	<i>E-M</i>	Gretchen Jakubiak
		3C	<i>N-Z</i>	Amanda Yousif
4	Zip codes: 48322, 48323, 48324 West Bloomfield, Orchard Lake, Sylvan Lake, Pontiac	4A	<i>A-D</i>	Ian Dittus
		4B	<i>E-M</i>	Abhilash Jalli
		4C	<i>K-Q</i>	Minnie Washington
		4D	<i>R-Z</i>	Christian Yousif
5	Zip codes: 48009, 48025 Birmingham, Beverly Hills, Franklin	5A	<i>A-F</i>	Catherine Messer
		5B	<i>G-L</i>	Kim McGlynn
		5C	<i>M-Z</i>	Toni Johnson
6	Waterford, Keego Harbor, Commerce, White Lake, Auburn Hills, Pontiac, Lake Orion, Clarkston, Lake Angelus, Fenton, Holly, Davisburg, Oxford, Brighton, Howell, Highland, Ortonville, Grand Blanc	6A	<i>A-G</i>	Susan Wheatley
		6B	<i>H-M</i>	Cynthia Niedbalski
		6C	<i>N-Z</i>	Mary VanDerworp
7	Troy	7A	<i>A-J</i>	Leslie Sikes
		7B	<i>K-Z</i>	Jacob Ervin
8	Royal Oak, Ferndale, Southfield, Lathrup Village, Madison Hgts, Clawson, Huntington Woods, Pleasant Ridge, Detroit	8	All	Melissa Lewis
9	Rochester Hills, Oakland, Washington, Macomb, Sterling Heights, Utica, Shelby Twp, Warren	9A	<i>A-K</i>	Stephane Sliwinski
		9B	<i>L-Z</i>	Jan Luttenberger
10	Novi, Northville, Dearborn, Ypsi, Downriver, Wixom, Farmington, Plymouth, Canton, Ann Arbor, S. Lyon,	10A	<i>A-K</i>	Jessica Kallgren (all of Fox Run)

	Redford, Livonia, Walled Lk	10B	L-Z	Dick Morris
11	IN MICHIGAN-NOT LOCAL	11	all	Al Zolton
12	OUT OF STATE	12	all	Amy Maple

How to Access your Community of Care on Realm

Each Deacon is assigned as a “Leader” of your own Community of Care group in Realm. That means you can click on your Comm of Care anytime from your homepage or your individual profile page. Once logged in:

- Click on “Groups” on the left side menu, and then you will see your Comm of Care name (4A, 4B, etc.) listed **OR** from your own profile page, you will see your Comm of Care name listed under Groups at the bottom of the page.
- Click on the name of the Comm of Care (4A, 4B, etc.) and you will see a list of people in your Comm of Care (if you don’t see the list of people then you may have to click on “Participants” listed across the top
- You can email the entire group at once by clicking on the “Send Email” button
- Click on an individual’s name and you will see their profile page with up-to-date contact information.
- You can email an individual in your group by clicking on their email address.
- To export your Community of Care list: click on “participants” in the top menu header and then click on the button “Manage Participants” then click on the gray printer icon button and select “roster” and they can select the boxes of contact information to include, then click “run” and then “download”

Contact Stacey Rolf, srolf@kirkinthehills.org with Realm tech questions but please spend some time with these instructions before reaching out to Stacey. Stacy will best be able to help if you have specific questions and familiar with the Realm interface before making the call.

Please contact Wendy Beck, wbeck@kirkinthehills.org if you are not able to use Realm. Arrangements will be made to make your Community of Care contact information available.

Ideas for Connecting with your Community of Care

- 1) Introduction / Check in phone calls, emails, birthday/holiday cards or emails, visits
- 2) Kirk cards also available (in Deacon mailbox at the Welcome Center)
- 3) Regularly check prayer list that comes from Wendy Beck – search the names of the people in need of prayer in Realm to see if they are in your CoC
- 4) Offer to help out with meal trains
- 5) Invite your community of care to participate in upcoming church events and activities



Dear ,

My name is Sue Owen and I am honored to be serving as your Deacon for the next two years. One of the joys of being a Deacon at Kirk in the Hills is the opportunity to reach out to and care for the wonderful members of the Kirk.

I am married and have two adult married daughters and 6 grandchildren all living in Michigan. Professionally I was a clinical social worker but have now been retired for the past 5 years. Our family became members of the Kirk in 1991. During this time I've been involved with Accent Pontiac (formerly Ministry with Pontiac), have been a Sunday School teacher, was an adult leader for the Youth Groups, and have assisted with Memorial Teas, and served with others in the Garden Guild. For fun these days I enjoy gardening and baking.

As your Deacon, I wanted to let you know that part of my role is to be connected and a resource to individuals and families like you. I will do my best to keep you updated on news and events from the Kirk. In return, please reach out to me if you would like to share a joy, a concern, learn about how to be involved in the Kirk, or to have one of our Pastors or Congregational Care team ministers be aware of what is going on in your life.

I look forward to connecting with you over [length of your term], and I hope to speak to you very soon.

In Christ,

[Your name]

Kirk In the Hills Deacon, class of [20]

1340 West Long Lake Road, Bloomfield Hills, MI US 48302 • (248) 626-2515 • kirkinthehills.org

CONGREGATIONAL CARE

Benevolence Fund

The Board of Deacons policy regarding benevolent distributions of funds for outreach purposes is that an amount remaining in the treasury each December, be set aside for distribution in the following year.

These funds would be used as follows:

- The balance so designated will be available to meet the needs of the Kirk, their families and others. These funds will be distributed based on requests received as evaluated by a committee of three persons: the Pastoral Advisor to the Board of Deacons, The Moderator of the Board of Deacons and the Vice Moderator of the Board of Deacons. Whereas any two may act to approve a distribution of funds, it is hoped that ordinarily all three members of this Benevolent Distribution Committee would act on a request. Grants approved will be paid by check from the Treasurer of the Board of Deacons.
- In evaluating requests, care will be taken to be sure that the need is genuine, that a plan for improvement in the situation of those receiving grants will be realistic, and that ordinarily a grant will not be made more than once to a recipient.
- In making a grant, the committee will seek to guide the recipient services and programs which might be of assistance to the individual.
- Checks for grants may be made payable to the recipient or to another entity the name of the recipient. Where grants are for rent, utilities, etc., ordinarily the check will be made payable to the business or service providing the service for which funds are needed.
- Ordinarily, grants will be available only to persons known to be part of the normal areas of Kirk ministries, services and programs. Ordinarily these grants will serve other than organized charitable organizations.
- Recipients of grants will be asked to complete a form indicating they have received funding and promise to use the funding as intended when the grant was approved.
- The Benevolence Committee shall report its activities to the Board of Deacons Monthly, keeping names of recipients confidential but informing the Board of the types of requests, and grants made in the previous month.

Should funds in the benevolence category of the Deacon's Budget accumulate, those accumulated resources may be used in a subsequent year. In its wisdom, the Benevolence Committee may, from time to time, recommend that accumulated funds be distributed to charitable organizations serving the area.

This policy may be amended, changed, or negated by action of the Board of Deacons at any time.

A request may be received by one of the ministers or other staff. The person receiving the request would pass that person on to the Pastoral Advisor to the Board of Deacons, via the Benevolence Committee. The Pastoral Advisor to the Board would seek additional information and hopefully arrange that the advisor and at least one other Benevolence Committee member meet with the person requesting funding, to hear their story. Committee members would make a decision and arrange to complete the action required.



BENEVOLENCE FUND APPLICATION

Name of applicant (first)_____ (Last)_____

Address:_____

City:_____ State ____/Zip:_____

Telephone:_____

Nature of the need:_____

Funding needed: _____

When needed: _____

Other sources contacted re: this need: _____

Others who can speak to the validity of the request?

Name:_____ Phone Number:_____ Relationship_____

BENEVOLENCE FUND COMMITTEE ACTION

Approved by: _____

Amount: _____

Payable to:

Address: _____

City: _____ State ____/Zip: _____

Telephone: _____

☐ Loan? ☐ Gift?

If Loan, how to be repaid? _____

Follow up, if any: _____

Birthday Cards for Seniors

The Purpose of the birthday card ministry is to send birthday cards to members who have turned 80+.

Checklist for the ministry:

1. Obtain a list of names and addresses from Kirk staff of members who have birthdays in the upcoming 1-2 months.
2. Purchase inexpensive cards from the dollar store or Daystream.com. Purchase postage. Save receipts for reimbursement.
3. Send cards with personal note from the deacons.
4. If mail gets returned or if there are pastoral care updates, please notify church staff.

Birthday Cards for Members 90+

In addition, Kirk Pastors mail birthday cards and/or call these members.

Support Ministries

A committee of representatives from each of the support ministries at Kirk in the Hills (Stephen Ministers, Caring Friends, etc.). The committee meets monthly, the first Monday of the month at 1:00 pm, to touch base. The various ministries seek to coordinate, support one another and work together towards the best way to care for our congregation.

Alzheimer's Support

The Alzheimer's Caregivers Support Group meets the second Tuesday of the month at 10:00 a.m. in Abbey 27. This is a loving support group that offers both support and care for those caring for a loved one with Alzheimer's or any other form of dementia. The group is led by Julie Gebott, a qualified moderator from the Alzheimer's Association. Her telephone number is 248/227-9897. Camille Breen is the Kirk contact.

Caring Friends

Caring Friends are a special group of members who give of their time, love and care for our members who are homebound or in assisted living facilities. They may offer friendly phone calls, send cards or visit when they can. They may deliver deacon flowers from the Sunday worship services. During their visits they are able to share God's love and show our members how valuable they are to the Kirk. These are our special seniors who are unable to join us for worship.

Glenda Herb is Chair and can be reached at email: glherb@comcast.net or cell: 248 535-5196.

Prayer Cordon

This group of volunteers meet every Tuesday at 9:30 a.m. to pray for those in need and/or for those who have made specific prayer requests (chronic illnesses, family issues, emotional concerns, hospitalizations, births, deaths). The Congregational Care Administrative Assistant maintains the list of individuals in need of our prayers.

When a prayer request comes in, a Prayer Alert is sent to the Prayer Cordon, Pastors and Deacon Liaison. The Deacon liaison sends the Prayer Alert onto the Deacon in charge of the Community of Care. A weekly Prayer Cordon List of all requests is sent every week to Prayer Cordon, Pastors, Stephen Ministers, Deacons, Session and those wishing to remain receiving it when they go off their respective board.

If you would like to add a prayer to the Prayer Cordon list, please email the Congregational Care Administrative Assistant who is responsible for maintaining the list.

Bob O'Hara is the Chair.

The Prayer Cordon Meeting takes place once a week, Tuesdays at 9:30 am.

1. The meeting lasts approximately 1 hour.
2. You will receive the prayer cordon list and request updates upon arrival.
3. First 10-15 minutes: Fellowship
4. During Fellowship cards are passed around for all to sign.
5. Review all prayer request, share information and praise report.
6. Prayer begins with each member verbally praying for a portion of the list.

Sojourners

Sojourners is a support group for widows and widowers of all ages that provides a forum in which participants can share strategies for dealing with grief with others who understand. They welcome Kirk members and non-Kirk members alike.

Sojourners meet the second Friday of the month from 1:00 – 3:00 p.m. in Abbey 27. Ann Harzell facilitates the group. Her contact information is aohartzell@gmail.com or 248-408-4706.

Stephen Ministry

For the past 25 years, Stephen Ministers have been providing one-on-one confidential Christian care. Stephen Ministers are Kirk members who have had 50+ hours of training to prepare them to walk along side of someone who is experiencing a life crisis: illness, job loss, death of a loved one, divorce, etc. Stephen Ministers don't "fix" but rather are there to listen, to support, and to give space for a care receiver to explore feelings and options as they figure out the path ahead. We remind ourselves and each other that Stephen Ministers are the care givers, and God is the CureGiver. This one-on-one care is the major portion of what Stephen Ministers do at the Kirk and it's done quietly and very confidentially.

The more visible aspect of our ministry is being present at the Prayer Station after the worship services each Sunday. There are some Sundays when no one comes, but many Sundays there is a need expressed. We are so thankful that this is becoming more and more a part of the Kirk culture, as having the opportunity to have someone pray with you and for you is huge.

The Stephen Ministers support the Service of Comfort and Hope each December; and this past June, we were also supportive of the Service of Healing and Wholeness.

Stephen Leaders:

Robin Brinks, Nancy Lau, Brian Sliwinski, Marta Steffes and Pastor Jasmine

College Care Packages

The purpose of the College Care Packages is to maintain a positive, Christ-filled relationship with our members who are currently enrolled in college. It is our hope that they maintain their commitment to the faith and ultimately strengthen our church (or another church) both during their time in college and their entrance into adulthood.

The College Care packages are sent two times per school year to students who have grown up in the Kirk congregation, and to children/grandchildren of members, who are now attending college. The time frame for the distribution of the packages are as follows:

- Fall - as "well wishes" to the student starting a new school year
- Spring - Early March the second package is sent to the students, before Easter, spring break and their final exams.

The packages are filled with "comfort" snacks and "surprises". Each package contains a handwritten card from the Kirk Deacons. Each package includes a Bible verse appropriate to the season/time of students' college life.

Additional comments of encouragement are always welcomed. Often we are able to include copies of Daily Bread devotionals. We hope to stay connected to our young college members while they typically are away from home/parents and the Kirk community.

Checklist for the ministry:

- In July/August, work with the Director of Youth and committee members from the previous year to obtain updated lists of college students and addresses. A message in @ the Kirk is also helpful.
- In July/August order priority mail padded envelopes from the USPS. Priority mail padded envelopes are free and have flat rate pricing regardless of package weight. This helps with budgeting (it's a fixed cost and free packaging allows for a greater portion of your budget to go towards package contents).
- 4 weeks prior to each mailing reserve a room to assemble packages between services. A message in @ the Kirk asking anyone interested in assembling packages after the 9:15 service the Sunday before the mailing is a great way to get packages assembled quickly. Make the Deacon Board aware of the care package assembly date at the meeting before you plan to assemble so that available deacons can assist as well.
- 2-4 weeks prior to each mailing, determine contents of Care Package and shop for them. (You can recruit others to help here.)
- Turn all receipts in for reimbursement using the Deacon Reimbursement Request form.
- Report any notes from students or parents to Board of Deacons and Pastoral Staff.

Budget for the ministry:

- Total budget for the ministry is \$3000 (\$1,500 for the fall mailing, \$1,500 for the spring mailing).
- At the time of this writing priority mail padded flat rate envelopes have a \$8.40 shipping cost. This should be the first thing that you confirm before shopping for contents.
- In the past three years we have sent 60-63 college care packages, double check these numbers and always plan for a couple extra.
- Once you have calculated shipping costs you will know how much you have to spend on the contents.

Senior Care Packages

This ministry was developed to create a connection with Kirk seniors, homebound seniors or seniors unable to attend church. Most are members of the church and some are family of current members. It is our hope to bring some “thoughtful cheer” to the seniors to share God’s love and to let them know they are not forgotten by our congregation.

The Senior Care Packages are delivered twice a year usually coinciding with a winter holiday (Valentines Day, St Patrick’s Day) and the Kirk Homecoming festivities in the fall.

The Deacon committee puts together a package of small items to fit the relevant theme. Since many seniors already have useful household items, we try to include unique gifts, consumable goods and healthy snacks. The packages are wrapped in a festive way and a card with a Bible verse is attached.

Checklist for the ministry:

- The Care budget is reviewed with the current Deacon treasurer
- One to two months ahead of delivery, the committee meets to discuss items that can be purchased, where to buy and how to package them.
- The list of seniors is revised with the Deacon Pastor, Congregational Care Administrator, and Caring Friends Chair to determine delivery addresses and other relevant information. Previous year’s list can be found in Realm.
- The committee divides up purchasing the items and determines a timeframe for assembling packages.
- The Bible verse is chosen and card is designed with Cole Pachucki
- An email is sent to the Deacons for volunteers to assemble packages and for delivery to the seniors.
- The week of delivery, the packages are assembled and organized by address at the church, and made available to those who are going to deliver the packages.
- Turn in all receipts using the Deacon Reimbursement Request form to the treasurer and Pastor Angela Ryo.

Budget:

The amount for purchasing items must be verified with the treasurer before purchasing items. The winter 2021 budget was \$500.00 and the Homecoming package budget was \$1500. This budget may vary depending on the year’s budget.

Health / Safety Ministry

The Kirk has 4 AED units (located in Heritage Hall, Abbey Lounge)

A professional service monitors and checks our AED units, however, monthly, a Deacon will perform a VISUAL check to ensure units are in working order.

- DO NOT OPEN AED UNITS
- Looking from outside, check to ensure unit says OK

First Aid Kits

The Kirk has First Aid Kits, located in Abbey 24 (Nursery bathroom)

Monthly – check the first aid kits to ensure they are fully stocked with :

- Band aids
- Wipes
- Etc...

Replace supplies as needed. Save receipts for reimbursement.

Wheelchairs

The Kirk has 2 wheelchairs, located

1. 1. In the hallway leading to the columbarium and the gardens
2. 2. In the entry way to Heritage Hall from the east parking lot.

Weekly, check to ensure the wheelchairs are in good working condition and that they are in the proper locations.

Report any issues with the AED units or Wheelchairs to Kirk Facility Manager.

Medical Equipment Loaner Program:

You may become aware of Kirk members looking to borrow medical equipment (shower chair, etc.). Kirk member Keely Marple has created a small library of equipment in our Kirk community and can help make connections.

FELLOWSHIP/MEMBERSHIP

Coffee Hour

Current Deacons and Deacon alumni help with the coffee hour held between the 9:00 and 11:00 church services. Glenda Herb is the chair.

Memorial Teas

Current Deacons and Deacon alumni help with memorial teas held after funerals. Midge Barrow and Helen Campbell are the chairs.

Homecoming

Socials

Work with various other groups in the church to help with socials such as the Easter Egg Hunt, the Anniversary Sunday Reception and the Car Show

Staff Christmas Luncheon

Date

Typically the 2nd Tuesday in December. Check church calendar. Reserve the date and rooms in March.

Budget

Budget for 2025 was \$1250. Submit invoices for reimbursement to Deacon Treasurer

Venue

St Andrew's Room for lunch, Foyer for apps/punch and if needed, buffet style set up or plate in kitchen.

Host

Host with Personnel Committee. Have a hostess for each table.

Attendance

Approximately 38 staff (Kirk staff and Kirk preschool staff) and 9 deacons to help

Caterer

2025 used Sweetest Gourmet, 248-613-7944

Meal

Work with caterer on selection to meet budget and needs

Invitations

Obtain a list of staff members (including preschool staff)

Print invites on pretty holiday paper and distribute in the staff mailboxes 2-3 weeks ahead of time. Provide means for RSVP. Be sure the reservation deadline coincides with the caterer's final count deadline.

Favors:

Past few years have given \$50 cash/gift cards. Previously favors have ranged from ornaments to homemade bread to mugs stuffed with candy, etc.

Centerpieces:

Pretty vases with cranberries and sprigs of evergreen and 6 pretty red roses. Homegoods is also a great option (snow globes and Christmas decorated churches used before)

Day of the meal

Bring: appetizers and punch ingredients, paper goods too (small napkins & plates & cups for punch, reception and large napkins for lunch tables), cream, lemons, stickers to place under saucers to indicate winner of centerpiece, nametag, markers, Christmas music CD's (very nice)

Payment

Bring check for caterer and dishwasher – have ready ahead of time. Submit bill to Deacon Treasurer for payment.

Tables

Lace tablecloth, silverware, cups & saucers, water glasses, bread plates with roll & butter. Pewter coffee & tea pots, water pitchers, sugar bowl, creamer & lemon plate. Meal plates are either in buffet line or if we plate in kitchen then have them out ready to go. Tables are crowded so favors go on a separate table. And also we set up little “work stations” by tables where we could bring out & set water, coffee, tea, etc. etc. If don't want to set up little station, you could put stuff on widow/seat ledge.

Timing

Punch reception in foyer (11:30 or 12:00) – about 20-25 min, lunch about an hour. Staff has to go back to work after.

Lunch chair or Deacon Moderator should welcome guests and then invite up a predetermined Pastor to say blessing. At end of meal, announce favors and how centerpiece will be won. Play game, read poem or story or whatever little extra fun ice breaker. Christmas music in background is very nice.

Deacon hosts at each table should serve and clear the salad and all food, fill and refill beverages, clear lunch plates and serve dessert. Afterward all dishes should be taken into Refectory and scraped and then to the kitchen and the dishwasher will see that they are cleaned and put away.

Some general thoughts

The occasion should be happy and festive! We had balloons and some misc decorations on top of centerpieces.

1 Deacon per table, but extras just serving, which would be big help.

We played the Left Right Family game and I had 30 bags with little prizes in them – it was a very good ice breaker. Lots of laughs and a way to make it a little less formal feeling.

Got there at 9:45 to set up, did have plenty of time, but had many hands to help set up – tables, water pitchers etc. Have to think of timing on pouring coffee, tea in pots etc. because all of a sudden it's starting

and you are running a little frantic. That's why it would be good to have some strictly "working Deacons". We plated in kitchen and preferred this to buffet style.

***** 2020 & 2021 SOCIALLY DISTANT ADAPTATIONS:**

During the Covid pandemic when many staff were working from home, state and county health guidelines on distance/masking restricted getting a large group together for an indoor meal, individual comfort levels varied etc., deacons provided Christmas party gift boxes to go.

How to host a socially distant Christmas luncheon:

1. Prepare Christmas food and decoration luncheon gift boxes to go to be enjoyed by staff and their families (ie. Honeybaked Ham certificates, Achatz pie gift certificates, Christmas cocktail napkins, Christmas centerpiece, etc.)
2. Include a Christmas message from the board of deacons to the staff
3. Create "invitations" to leave in each staff member's mailbox a couple of weeks ahead time to let them know when their gift boxes will be ready for pick up (be mindful of anything perishable).

With a festive spirit and a little creativity, to go boxes be a meaningful and fun way to let our staff know how much we love and appreciate them at Christmas time and always.

Veteran's Luncheon

A luncheon with a speaker is held on the Sunday closest to Veteran's Day in appreciation of our Kirk veterans' service to our country. The expense for this is covered by a line item in the Deacon's budget.

Welcome Committee

This ministry was developed to work with the Membership Committee to help welcome new visitors to the Kirk following church service. They will help to facilitate volunteers, both from the deacons as well as others, for both church services. Volunteers will provide a warm welcome and information about the church, help connect visitors to other church members, and follow-up with additional information as needed.

WORSHIP

Communion Set Up

Chairperson Responsibilities

1. Obtain schedule of communion dates and times for the year. (i.e. 9:00 and 10:30 AM Sanctuary services, 9:00 AM Garden Service) from Jen Morris.
2. Recruit volunteers for communion set-up and clean-up (including bread & tray prep) prior to Sunday. Pass a sign-up sheet at each meeting (or use SignUP Genius) for the next communion coming up.
3. Remind volunteers the week before the times for which they have signed up.
4. Make sure that all volunteers have read the communion check-lists and understand where everything is stored and how to proceed with the set-up.
5. Make sure there are ample supplies, such as juice, bread, communion cups, and ziplock bags.

Welch's 100% Grape Juice – 1 family size (96oz) and 2 regular size (64 oz)

White Sandwich bread – 3 loaves

Gluten-free bread – 1 loaf

3 Italian rolls, oblong (ceremonial)

Ziplock bags (2-3 gallon size, 1-2 sandwich size)

6. Assign people to purchase the sandwich/gluten-free bread and the grape juice and prepare the bread. (See bread cutting diagrams).

Set-up and Pre-service

1. 3 loaves white bread cut into cubes (25 each slice – diagram to follow)
2. 1 loaf gluten-free bread cut into cubes
3. 3-4 large bottles of Welch's grape juice (1@96 oz + 2@64 oz)
4. 3 rolls (Kroger italian rolls, oblong shape)
5. 2 bottle fillers – in left lower cabinet left of sink in Sacristy
6. Bring gallon size ziplock bags (2-3) for the white bread cubes and sandwich size ziplock bags (1-2) for the gluten-free bread.
7. Remove white tablecloth from the closet (located to the left of the entrance hall to the Sacristy) and center it on the table.
8. Place plastic mat on table (see Diagram B) with white linen place mat on top (kept in upper cabinet on left side of Sacristy where the tankard, and bread plates are kept-this is important to protect the tablecloth from spills.
9. Remove 10-14 juice trays (10 trays for regular services, 14 trays for holidays etc. when a larger crowd is expected) from upper right side cabinets (place lids on glass shelves above – they will not be used)
10. Fill 2 juice trays for the children's communion

11. Fill juice trays (ideally this should be done on the Friday before the service on Sunday). Carry the trays down to the Heritage hall kitchen to fill where there is more room to work. Once filled, cover the trays with plastic wrap and store in the Heritage Hall refrigerator until Sunday. Bring juice trays up from Heritage Hall Sunday morning.
12. Bring an extra jug of juice up from Heritage Hall before the first service to refresh juice trays between services.
13. Fill 6 bread trays with a paper cup (cups kept in storage cabinets on left side of Sacristy) in the center for gluten-free bread. This can be done early on Sunday before the first service.
14. Fill 1-2 bread trays for the children's communion
15. Fill 2 trays of juice for the choir with 12 gluten-free pieces of bread in the middle
16. Fill tankard 1/2 way with juice and place roll on bread plate (cover plate with white cloth).
17. Tankard and chalice are in upper cabinet on left side of Sacristy.
18. Save extra bread and juice for second service set-up.
19. Make sure two baskets are lined with plastic wrap and paper towels and placed on the small wood tables on either side of the chancel.

Between Services Set-up

1. Refill juice trays and refresh bread trays as needed and place on table.
2. Replace roll with new one for ministers. Place on table and cover with white cloth.
3. Rinse and dry chalice and re-fill with grape juice 1/2 full. Place on table.
4. Empty baskets and re-line with paper towels and replace on small wood tables.

Hints for Between Sanctuary Services

1. From the table, get the tankard and chalice; all the bread trays; all the juice trays that are not full of cups and the plate with the loaf and move into the sacristy. Space is tight so allocate work spaces well. There is not time to carry everything to another location.
2. Freshen the bread trays so there is plenty for the second service. Be mindful of the gluten free in the centers and put them back out on the table.
3. 8 full juice trays are needed for the second service so consolidate what you can from the partially full trays to make full trays and replenish cups and fill what is needed to total 8 full trays (don't forget to count full trays out on the table that were not used in the first service in that total). Move them out to the table, 4 on each back corner.
4. Wash the chalice and add juice to the tankard to pour. Set them out on the table.
5. Put a fresh small loaf on the table and cover with the small white linen.
6. Take the baskets of empty cups from in front of the first pew, empty into the trash and put fresh paper towels in them, then replace them on the small tables in front of the front pews for the second service.

Final Clean-up

1. Clean out juice trays, throwing out the cups and the juice left. Rinse and dry the trays, refill them with new plastic juice cups (kept in lower left hand cabinet at sink). Place trays back on upper shelves and cover with felt cloths. Place tray tops on top of each stack of trays.
2. Throw out or take home for the birds the leftover bread from the trays, wipe out trays and place in upper cabinets on left side of Sacristy.
3. Roll up plastic mat, white linen placemat and small white cloth and put on shelf in same upper cabinets.

4. Empty out baskets, toss paper towels and replace plastic wrap if wet and sticky and put baskets on upper open shelf.
5. Clean tankard and chalice and place in upper cabinet with bread trays.
6. Fold tablecloth and return to storage closet.

Children's Communion

1. Set up a table in the Abbey Lounge with 2 juice trays, 1-2 bread trays, an empty basket lined with plastic/paper towel, 1 ceremonial bread covered with a white cloth, a tankard filled half way with grape juice, and a chalice.
2. One person should walk with the children when they are released for Sunday School (~9:15am) and help serve and/or clean-up communion.
3. Clean up. Any leftovers can be used to replenish bread and juice for the 11:00 am service.

Communion for the Choir

1. Set 1 juice tray and 1 bread tray on the chairs by the choir. Make sure there is still at least half the juice for the 11:00 am service or replenish as necessary.

Communion Prep and Cleanup “Cheat Sheet”

Purchase Supplies by the Thursday before Communion:

- Buy (~\$35):
 - 3 loaves white bread (~3@\$3 each=\$9)
 - 1 loaf gluten-free bread (~\$6)
 - 3 ceremonial bread loafs (~\$2)
 - 1 family size (96 oz.) 100% Welch’s grape juice (\$7.50)
 - 1 regular size (64 oz.) 100% Welch’s grape juice (\$6)
- Drop off at Kirk and put in freezer in Heritage Hall kitchen, or freeze at home and bring at prep time

Prep the Friday Before (usually at 12:00 noon – 1:00 pm):

- Bring gallon and medium zip lock bags. (I left some In Heritage Hall cabinets, right top shelf above the counter)
- Fill 12 juice trays + 2 choir trays:
 - 5 on each side for 10 total for 9:00 am service, 4 on each side for 8 total for 11:00 am service
 - 2 for children’s communion
 - 2 for choir (special trays for choir)
- Cut 3 loaves of white bread and 1 loaf of gluten free bread (7 bread trays + 2 choir trays/small section in center):
 - 3 bread trays on each side for 6 total for both services
 - 1 bread tray for children’s communion
 - 2 gluten free bread in the center of trays for choir
- Move 3 ceremonial bread loaves from freezer to refrigerator (wrap in plastic wrap)

Prep Before First Service (8:15 am – 9:00 am):

- Main Table at Front of Sanctuary:
 - 10 juice trays (5 on each side)
 - 6 bread trays (3 on each side)
 - 1 ceremonial bread on plate covered with cloth
 - Tankard (right of bread plate) and challis (left of bread plate)
 - 2 baskets for empty juice cups (on wooden tables in front of pews)
- Choir (on chairs by choir):
 - 2 special trays with juice and gluten free bread in the middle
- Organist:
 - 2 gluten-free pieces of bread and 2 juice cups on small plate
- Children’s Choir (one person will set up), pull over a table to the front, middle to set up:
 - 2 juice trays
 - 1 bread tray
 - 1 ceremonial bread on plate covered with cloth
 - Tankard and challis (from fireside kitchen)
 - 1 basket for empty juice cups

Children’s Communion (~9:15 – 9:30 am):

- One person will walk down with the kids when they are released for Sunday school and help serve

In Between Services (10:00 – 10:30 am):

- Clean up from children’s communion (can use leftover juice and bread if needed for 11:00 am service)
- Ensure 8 full juice trays and 6 bread trays for 11:00 am service and 2 special trays for choir
- Replenish bread trays

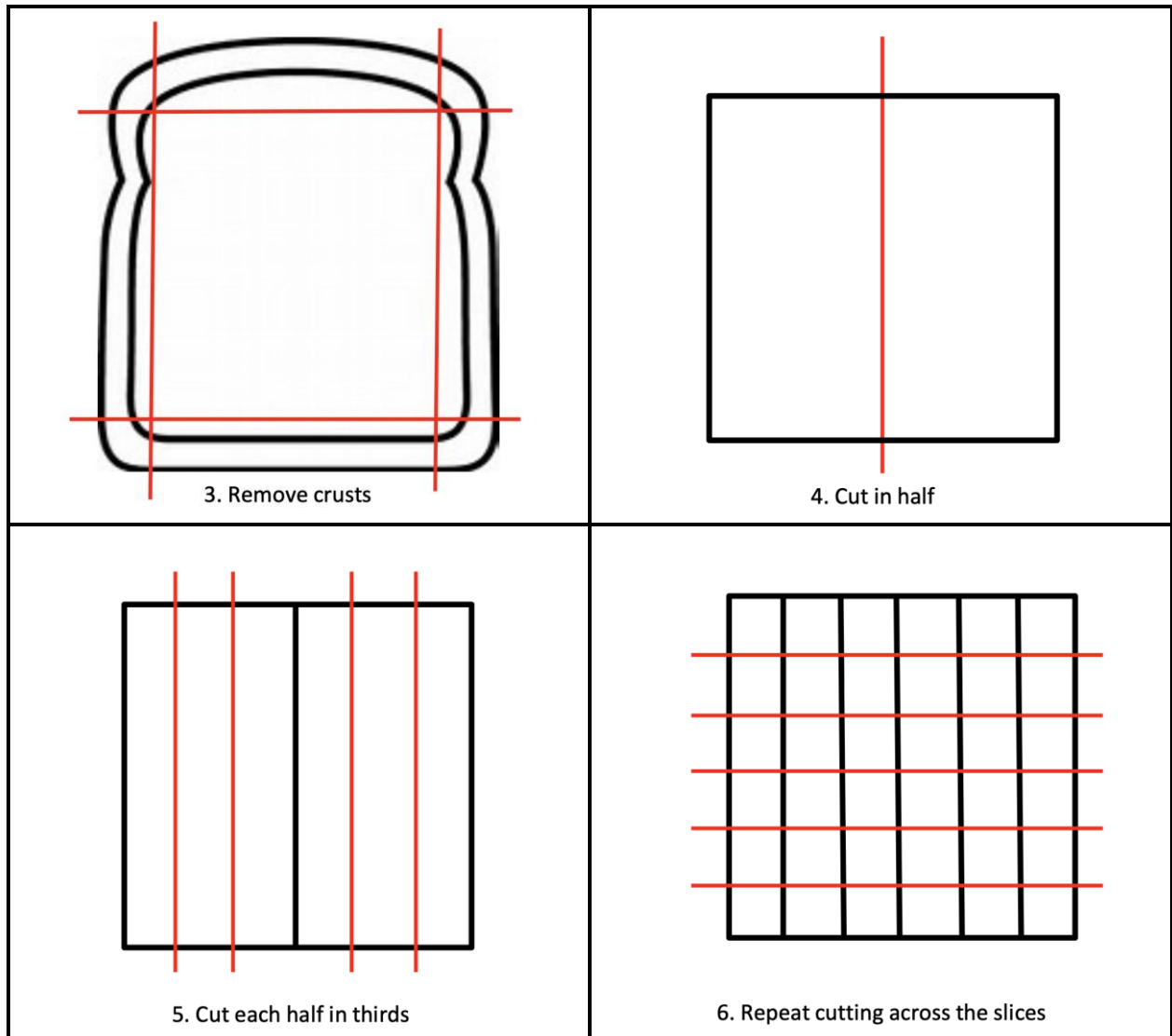
After Last Service (12:00 – 12:30 pm):

- Empty all trays, wipe out, and fill with new cups (empty to be refilled next month)

Bread Cutting Diagram – Regular Worship Service/Garden Service

Use Pepperidge Farm white sandwich bread/blue label. Available at Kroger and Meijer
Gluten free bread available at Kroger

1. Freeze bread for at least 12 hours
2. Cut 2 slices at a time – when bread is frozen, this works best with a non-serrated large butcher's knife...just press straight down on the bread



7. Store all bread in an airtight bag

Table layout for 9:15 & 11:00 a.m. Services

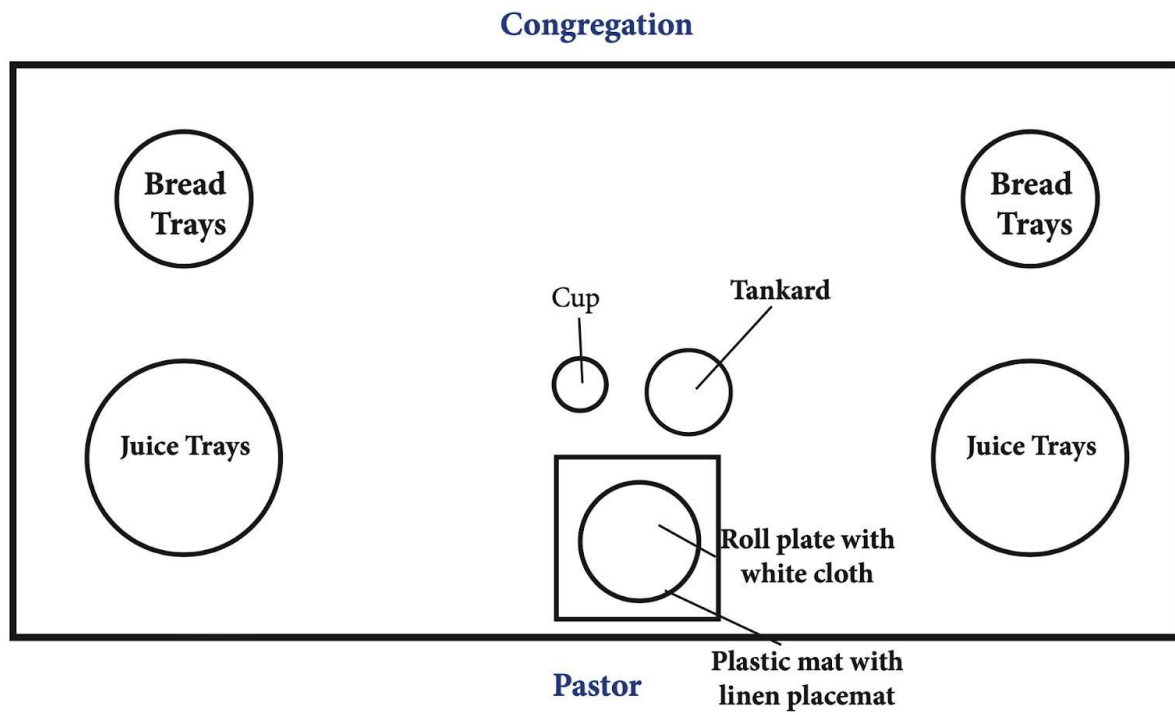


Diagram B

Courtesy Cart [No longer in operation]

Purpose

Greet, offer rides and answer questions for worshipers before and after service. Depending on the need, the cart may also be requested to assist guests at special events, weddings, funerals, etc.

Why a Deacon Ministry?

The Courtesy Cart ministry is a great way to extend friendship and service. Your friendly greeting to a newcomer could create a lasting first impression. This is an opportunity to welcome worshippers and answer questions.

Logistics

The cart operates (weather permitting) Sundays from mid-spring until the snow flies. Drivers must be 18 years old (sorry, youth deacons). The cart should not be driven in rainy or snowy weather.

The cart is typically parked in the upper east lot. The key will be in the ignition, you should be ready to go. If you are unfamiliar with how to operate the cart, there is an instruction sheet on the steering wheel. Your mission is simply to seek opportunities to offer arriving worshippers a lift to the sanctuary, or anywhere else they may need to go. Greet those exiting the vehicle and ask if anyone would like a lift. If they decline, offer a friendly response and move on.

Your primary area of patrol will be the east parking lots. In the summer pay special attention to the lower lot as people will park there more frequently to access the garden service. Begin Courtesy Cart service 30 minutes before the service begins. Your busiest time is usually 5 minutes before to 5 minutes after service start and end times.

For the end of service position the cart near the steps leading from the sanctuary and be prepared to drive departing worshippers to their vehicles. It's helpful to let folks know of your mission by asking if anyone is interested in a ride. Post worship cart service is typically needed for 15 minutes after the service concludes.

Park the cart in the upper east lot and turn off the ignition at the end of your shift. Report any mechanical issues to the committee chair or sextons.

Safety

Safety is obviously of paramount importance. Remember to turn on the safety flasher. Always be mindful of your speed, inclines, and surface conditions when driving the cart. The cart's design makes it prone to tipping if not operated safely. Always make sure that passengers are fully seated before taking off and that passengers have fully exited before you depart. Be especially mindful of occupants in your rear-facing seat.

Flowers / Bud Vases

The flower bud vase ministry is a very visible deacon ministry that takes place every Sunday morning, year-round, after every worship service. Colorful vases which are filled with cheery flower arrangements are purchased by the church for a nominal fee from a local florist. A note card with the message "with compliments - Kirk In The Hills Deacons" on the front, and the Kirk In The Hills contact information on the back is placed in the vase with the flowers. The vases are offered to congregants as they leave the worship services, as a gift to be taken to anyone who

needs cheering up. People have given them to grieving neighbors, sick family members, lonely friends, etc. or have even taken one for their own benefit. The ministry has been very popular and well received, and is an easy way to engage the local community as well as our Communities of Care. Oftentimes, we even have a chance to engage people a second time, when they return their empty vases to be reused in future weeks. The bud vase ministry is usually staffed by two or three deacons who share in the joy of greeting the congregation with a smile and handing out beautiful flowers.

Bud Vase Ministry - Process Notes

Bud vase Florist is Bob Masek (he makes them out of his home). 248-884-3137.

- He regularly delivers 16 vases / week and puts them in the flower cooler unless otherwise notified. Call him more than a week in advance if there is an exception, leave a message and ask him to call you back if you don't talk directly. He does not text and rarely calls back.
- Current cost is \$9 per vase, (he bills church directly, paid from deacon fund).
- Florist places them in the flower room cooler in basement Friday morning.
- Should he retire, this can be coordinated through our Garden Club group.

Vase Placement by Deacons – Indoor services

- 8 am service – 1 on table outside Cedarholm Chapel with white sign (a minister or other regular 8am attendee places this flower, and returns it to bud vase boxes if no one takes it)
- 9 am service – 7 vases in narthex on round table along with white sign
- 11 am service – 7 vases in narthex on round table along with white sign
- Place vases on tall round table in narthex (after congregation has entered but before end of service) with white sign in plastic holder that is on back of counter in flower room.
- Add flower fork with card into each bud vase

Bud Vase Announcements - The pastors usually note bud vase ministry during announcements (either during welcome or before prayers of the people). If Jen Morris has space, bud vase information is printed on the inside back page of the Bulletin.

Example announcement is: *"If you or someone you know is in need of some cheering up, our deacons have bud vases in the narthex after the service. Please take a flower to remind someone of God's love or to remind yourself of the same."* The information is helpful as a reminder for current members or for new members or visitors.

After each service - Deacons stand in narthex holding vases and pass them out to those that ask. Occasionally give a bud vase to the police officer outside as it is not always the same officer each week. Flowers in vase last about 2 weeks when taken home.

Extra Bud vases – If there are extra vases after 9 am service, can leave one on table or put all extras back in box for 11 am service.

If there are extras after the 11 am service: Offer them to the Pastors to take for pastoral visits; (also Caring Friends or Congregational Care ministry) ask a Deacon to take to the Senior Luncheon if they are going (3rd Tuesday); or can take to Heritage Hall for tables only if there is a Lunch and Learn after the service that week.

Save the boxes and return to flower room after the 11 am service (can temporarily store boxes in the narthex alcove on steps).

Box can be used for the vases that are returned.

Return box and white sign for reuse to flower room and leave on counter.

Summer Outdoor Garden Service:

After the start of the 9 am garden service, use the metal cart from the Heritage Hall kitchen to take the box of vases to the bottom of the ramp before the parking lot. 7-8 vases are to be handed out by Deacons as people leave and go toward parking lot after the service. Return cart to Heritage Hall and boxes to flower room.

Call Florist with Exceptions for Sunday morning services:

- If there is only a 10 am service, request a half order from florist. A half order is 8 vases (includes 1 for 8 am).
- Mother's Day is 8 vases, as women each get carnations after the services (4 for each service).
- (No bud vases for Christmas Eve services.)

Returned empty vases - People can return the bud vases to the round table in the narthex as they come to service, if they don't want to keep them. They will be reused by florist. Also occasionally look around church for empty bud vases that have been returned to Welcome center, Fireside kitchen windowsill and Abbey kids area. Put back in box in flower room for Bob.

Flower Forks and Flower Cards: - Clear flower fork card holders can be found on Amazon. The Kirk office can purchase these using their account (no tax). Small card, (printed at Kirk or printed by Deacons on their own), is inserted in vases before service. Card says "*with compliments Kirk in the Hills Deacons*" and has the Kirk address and email on back.

Home Communion

Home Communion is regularly taken to America House, Autumn House and Cedarbrook once a month. A specific time and date for each place is set up with the social director of the facilities. America House is the first Monday of each month at 9:30 - we meet on the third floor in their theatre. Autumn House is the second Wednesday of each month @ 10:30- we also meet in their theatre, on the second floor. Cedarbrook is always the fourth Monday @ 11 - we meet in their Chapel on the first floor. Advance notice is given each month in a bulletin, and also on a separate screen the day of our visits. There is never a big turnout for any of these, and most are not Kirk members; however there is a devoted group of regulars at each who always seem most appreciative of our time with them.

Communion is by intinction. The attendees remain in their seats while the bread is brought to them to dip into a second container of usually grape juice. The service is opened in prayer followed with a scripture and then the Lord's Prayer. The service is closed in prayer.

Home Communion is also available one-on-one with someone in their home or room in a facility. Names of people wishing this comes from the Caring Friends Chair, Stephen Ministers or direct calls.

When doing home communion two ordained people must always be present. Names of Kirk members receiving home communion should be given to the Congregational Care Administrative Assistant for record keeping purposes.

Current Chair is Toni Johnson and Terri Miller helps. More people are needed to be trained.

DEACON LIAISONS

Children Youth and Family Committee

Children Youth and Family is an elder committee.

Deacon attends the monthly Children Youth and Family Committee meetings each month via Zoom on the second Tuesday of the month at 12:30 p.m.

Church Officer Nominating Committee

The Deacon Vice Moderator is a member of the Church Officer Nominating Committee

Membership Committee

The Membership Committee is an elder committee.

A deacon attends the meetings (bi-monthly) to serve as a liaison between the Board of Deacons and the membership committee. Meeting dates are set by the membership committee, often on an as needed basis, generally on weekday evenings.

Deacon attendance is important:

1. This is the best way for the Board of Deacons to learn how to best care for brand new members.
2. New member Community of Care assignments can be communicated and shared with their deacon
3. Deacon representative shares upcoming membership event details at deacon meetings so that the board can be sure to support any membership events and encourage Communities of Care to participate/attend.

Preschool Board

Strategy and Communications Committee

The Strategy and Communications Committee is an elder committee.

Worship, Music, Communion and Ushers Committee

The Worship Committee is an elder committee.

A deacon attends the meetings to serve as a liaison between the Board of Deacons and the worship committee. The committee meets monthly, the second Wednesday of the month at 5:00 pm or 5:30 pm.

Youth Deacon

Youth Deacon(s) serve as the youth representative on the Board of Deacons. Youth Deacon's Community of Care encompasses the Kirk mid and senior high youth. Youth Deacons work closely with Youth Director Sarah Ford:

1. To connect with and serve their community of care
2. To serve as a liaison between the Board of Deacons and the youth in the congregation