

WOMEN'S MINISTRY OPPORTUNITIES KILLEN CHURCH OF CHRIST

SERVING THE LORD WITH GLADNESS!!

PURPOSE

Women of Killen Church of Christ are service minded, relationship oriented, and we want to grow spiritually!

We hope that you have had the opportunity to fill out an Involvement Sheet indicating the ways you want to serve in the ministry opportunities that are described in this booklet. If you have not filled out an Involvement Sheet, please ask a Coordinator or Elder to get a sheet for you. The purpose of this booklet is to further define our ministry opportunities and to encourage all women of the congregation to:

- **Serve** gladly within our congregation and community;
- **Deepen** our relationships with each other; and
- **Encourage** each other to live Christ-centered lives!

BACKGROUND

In 2014, our elders asked the women of the congregation to review and reorganize the ministries that have been carried out by our ladies for decades! We have a wonderful legacy of service and our hope is to build on this foundation in a way that will honor God and emphasize our ultimate purpose of sharing the message of Jesus with others while serving one another!

COORDINATORS

The following ladies have been asked by the elders to coordinate the activities of our Women's Ministry in 2016: Catlyn Watkins, Amanda Sellers, Amanda Gooch, Teresa Martin and Pam Ashley, and Elaine Kelley. Coordinators represent age groups from 18-24; 25-34; 35-44; 45-54; 55-64; and 65 and above. Please feel free to ask any one of these ladies if you have questions about becoming involved in ministry opportunities for women at Killen.

GOALS

**We want to be pointed toward Jesus
and to grow in our spiritual walk.**

**We want to encourage and serve each other,
strengthening our sense of unity and family.**

**We want to take the Good News of Jesus Christ with us
wherever we go by *servicing* our community and
speaking to others about JESUS! (Acts 4:20)**

SPIRITUAL EMPHASIS

PRAYER SISTERS

Every Wednesday night before class a group of ladies meet to pray. Join us as we “let our requests be made known to God” and “pray with thanksgiving” (Philippians 4:6)! Contact Renee Pyle or Sandra Mitchell for specific information about time and location in order to pray with this group.

TEACHING

Killen has many opportunities for teaching. Our classes are taught on a quarterly basis, and each class has a primary teacher and an assistant teacher. Contact Clara Jo Burgess or Kathy Hathorn to teach in the Preschool Department; Joan Stutts or Liana Carter to teach in the Elementary Department; Brian McDonald to teach teen girls; and Joe Quillen to teach adult ladies.

RETREATS

Besides being fun, retreats offer a break from routine responsibilities and an opportunity to spend quality time with our sisters in Christ, developing relationships and digging deeper into God’s word. In the past few years, ladies in Adult One and Adult Two Sunday morning Bible

classes have planned retreats. If you have an interest in helping plan a retreat for ladies in your Bible class or for all ladies of the congregation, please let any coordinator know.

LADIES DAY

A great way to spend a Saturday morning is to be a part of our annual Ladies Day! Our speakers will provide relevant lessons that will encourage us to live Christ-centered lives. If you would like to help plan this event, please contact Judi Dean.

SERVICE MINISTRIES

FOOD TEAMS

One way our ladies serve the congregation is by preparing food for families who are experiencing an extended illness or death of a family member. Many food needs may be met individually, but when a need that you are aware of exceeds your individual ability, Food Teams are available to help.

How Food Teams Work:

Everyone who indicated on their Involvement Sheet that they would help provide food is assigned to a Food Team. Our goal is to have at least ten teams made up of ten ladies. One person on the team serves as the Team Leader. **Teams rotate on a per event basis.**

Food Team Coordinator

Wyna Behel is the Food Team Coordinator or contact person for all food needs related to deaths or illnesses for the congregation. After being notified of a need, Wyna will notify the Leader of the food team that is next on the list to provide food.

Food Team Leader

Wyna will notify the Food Team Leader who will:

- Obtain the Food Team Binder from Glenda Behel.
- Check the amount of money in the Binder. If the amount is less than \$200, ask Glenda to add money from the Food Team Reserve Fund to bring the balance to \$200.

- Contact the family in need.
- Use the Information Sheet in the Food Team Binder to obtain information related to *what* food is needed (to prevent duplication of menus for extended sickness), to ask if there are food *restrictions*, *when* food is needed and if *coordination* with other congregations is an option (bereaved families);
- Contact other team members to coordinate food preparation, delivery and serving (bereaved families);
- If several members on a food team are unable to serve, the Team Leader may contact the Team Leader for the next team to combine teams as necessary to meet the needs of those being served. Wyna will need to be notified that two teams have combined, so she will know which team to call on for the next need.
- Complete the Money Reconciliation Sheet located in the left side of the Food Binder. Cash on hand, donations (if any) and total expenses should be recorded. Team Leaders are responsible for completing this sheet. Receipts and/or notations of expenses should be placed in the zipper bag in the binder.

Food Needs for Families with New Babies

Food for families with new babies is usually provided by Adult One and Adult Two Sunday morning Bible classes. Should this need exceed the classes' abilities to provide food, a class member should contact Wyna Behel and the next Food Team will then be involved.

Food Team Binder:

A new Food Team Binder has been prepared for Food Team Leaders. It contains:

- Money for purchase of the main course (meat or meat tray; and drinks, bread, and chips if a meat tray is provided);
- An Information Sheet which will guide you in asking the appropriate questions to families when there is a food need;
- Guidelines and suggestions for providing food;
- A Money Reconciliation Sheet; and
- A list of all Food Team members and Leaders, and their contact information.

SHOWER TEAMS

Showers are an opportunity to honor and serve our families who are having a wedding or looking forward to the birth of a baby. Showers also provide a special opportunity for outreach. When we see a special need, we want to help.

It is our intent that showers hosted by our Shower Teams be given with consistent levels of basic refreshments and decorations. These refreshments and decorations will be purchased by Killen or provided through congregational donations. This provision should make hosting showers less of a financial burden on the ladies involved and will allow the congregation as a whole to participate through their donations even if they are not on a Shower Team.

Basic shower supplies will be purchased by Killen, which is detailed below. Money for refreshments, fresh flowers, and/or decorating accessories will be requested from the congregation. (This money will be kept in a Shower Team Binder, which will be kept by Glenda Behel.)

It is not our intent to limit anyone's involvement in a shower for a particular person. If a shower is being given and you are not on the Shower Team assigned, you may join the team and provide additional resources and assistance.

How Shower Teams Work

Ladies who have chosen to help with showers for weddings and babies have been assigned to a Shower Team. Our goal is to have at least six teams with six people on each team. One member of the team has agreed to be the Team Leader. **Shower Teams will rotate by event rather than month.**

Shower Team Coordinator

Amanda Gooch has agreed to be the Coordinator for shower teams for the congregation. When a shower need is identified, notify Amanda of the name and type of shower, and she will:

- Contact the Team Leader of the Shower Team next in line to host a shower;
- Provide the Team Leader with a key code to get into the Shower

Closet located in the annex;

- Maintain an appropriate inventory of basic shower supplies in the Shower Closet;
- Maintain an inventory of the donated/loaned items in the Shower Closet.

Shower Team Leaders

When a shower Team Leader is notified that a shower is needed the Team Leader will:

- Obtain the Shower Team Binder from Glenda Behel;
- Work with the honoree and Glenda Behel to set the shower date;
- Have the shower announced to the congregation in the bulletin, on the overhead screen in the auditorium, and at each service beginning three weeks in advance of the shower date, if at all possible;
- Contact the other team members to let them know about the upcoming shower as soon as a date is set. (Should several team members be unable to help with the shower, the Team Leader may contact the Team Leader of the next team and combine the teams to host the shower. (Notify Amanda Gooch)
- Coordinate refreshments (ordering cake and preparing punch, etc.) and decorations (getting flowers, decorating tables etc.) with other team members and determine needs and times to set up for shower;
- Coordinate cleaning of tablecloths with other team members and be responsible for making sure they are returned to the Shower Closet. Professional laundering is recommended.
- The Shower Team Leader will be given a **key code**, which will allow **her** to have access to the supplies, serving pieces, and decorations stored in the Shower Closet. After the shower, that code will be cleared, and a new code will be given to the next Shower Team Leader when access is needed.
- Be responsible for confirming that decorations and serving pieces used have been returned to the Shower Closet. **Limiting access to the Shower Closet is necessary to protect the items loaned or donated by ladies of the congregation and to be sure that basic supplies are there when the next shower is given. *Not* having a key code is the best protection against being responsible for missing items.**

- Request that an announcement be made when there are \$100 or less left in the folder after a shower. Money will be given to Glenda Behel.
- Should several members of a shower team be unable to serve, that team's leader may contact the team leader of the next team and combine teams to host the shower. Amanda will need to be notified that two teams have served, so she will know which team to call to host the next shower.

Shower Team Binder

A new Shower Team Binder has been prepared for Shower Team Leaders, which contains:

- Money for purchase of the cake, flowers and/or decorating accessories, (punch ingredients, mints, and nuts will be kept in stock in the Shower Closet);
- An Information Sheet which will guide you in asking the appropriate questions to honorees;
- Guidelines and suggestions for hosting showers; and
- A list of all Shower Team members and Leaders, and their contact information.

Shower Team Members

We are very pleased that so many ladies agreed to share the opportunity to honor family members of our congregation with showers! We are also happy that no one person will be overloaded with responsibility for hosting a shower since each Shower Team has at least six people to share these responsibilities. Team members should

- Be available and willing to serve when your Team Leader calls;
- Be proactive in finding out when your team is next to host a shower; and
- Let your Team Leader know if you have a scheduling conflict so additional help can be requested if needed.

Shower Supplies

We now have a locked closet located in the annex where basic supplies for wedding and baby showers will be stored. Access is limited to the closet, because several ladies have stored or donated personal items that are available to be used for showers. (If you have items that you

would like to donate or store in the Shower Closet, please contact Amanda Gooch.)

Basic Supplies:

- Basic supplies including clear plates, clear cups, clear forks and napkins (appropriate for baby or wedding showers) will be supplied by Killen and stored in the Shower Closet for shower use only.
- Mints, nuts, and punch ingredients are also stored in the Shower Closet. These items will be purchased by donations from the congregation. Money for these items, cake and flowers and/or decorations will be kept in the Shower Team Binder.
- Our best estimate of a basic level of refreshments and decorations per shower is \$100:
 - Cake \$40
 - Punch \$20 (standard recipe posted in closet)
 - Mints \$5
 - Nuts \$10
 - Fresh flowers \$25 (or other decorations)

Basic Decorations:

- Tablecloths for rectangular and round tables will be stored in the Shower Closet. They are to be returned to the closet **only after they have been cleaned and pressed** so they will be ready for the next shower. **Please hang them in the area provided.** (Executive Cleaners in Florence will clean tablecloths for \$5.00 each, which can be paid for from the money in the shower binder, or individuals may spray the cloths for stains, wash separately from other items, and iron the cloths before returning them to the closet.)
- Serving pieces--punch bowls, dishes, and utensils for nuts, mints and cake will be stored in the Shower Closet.
- Decorations--vases, votives, candles, ribbon, etc., will be stored in the Shower Closet. (Several ladies in the congregation have a supply of decorations that they will be happy to share with Shower Teams to keep this cost low).
- Please be sure that supplies that were not used are returned to the Shower Closet stored in plastic bags or covered containers. Serving pieces and decorations are to be returned to the Shower

Closet, placed neatly in plastic tubs and stored on the shelves.

LADIES SERVICE GROUP

This special volunteer group meets in the annex on Wednesday morning at 10:00am. We invite all ladies to come be a part! We have a short devotional (led by volunteers and rotated each month) and send cards each week. In addition, we do service projects like snacks for cancer centers, prizes for game winners in nursing homes, cookies for local businesses, baby/mama goodie bags and supplies for Safe Place, just to name a few.

Our policy is “come when you can and don’t feel guilty when you can’t”! We do not meet the week of Thanksgiving or Christmas, and we do not meet when schools are closed due to weather. Also, if there is a funeral on Wednesday, we determine whether we will meet based on the time and use of the building.

We have members of all ages, and we hope you will consider joining us. (We even go out to eat together about once a month just for fun!)

Contact Judi Dean to learn more about this group.

OUTREACH MINISTRIES

HANDY LUNCHESES

Catlyn Watkins and Addison Pointer are the coordinators for this act of love and service providing a Saturday lunch and activities once a month for children at the Handy Recreation Center. Meals are served by volunteers from Killen and other area congregations. Contact Catlyn for ways to become involved.

PRISON MINISTRY

Our congregation is actively involved in a very effective prison ministry, teaching ladies’ classes at the Florence-Lauderdale County Detention Center. Your desire to serve our community and these women may be life changing for the women you meet. If you are willing to teach or support this ministry by going with the teachers, contact Joan Stutts or Renee Pyle for more information.

RECOVERY MINISTRY

Killen has been providing support to individuals who need addiction recovery/rehabilitation services for several years. In 2014, a local recovery program began allowing their participants to attend services at Killen. We have become actively involved in building relationships with these women and participants in other recovery programs so we can develop teaching opportunities and help them after completion of a program. We are also developing a program that pairs recovery program graduates who are members at Killen with mentor families in the congregation to help support these ladies as they transition into life outside a recovery facility. Specific ways ladies of the congregation can help include:

- Providing transportation to classes, services, and/or fellowship activities, including driving church vans;
- Writing cards to individuals who are in recovery programs;
- Developing relationships with ladies attending Killen in order to encourage them as they progress through the recovery process;
- Volunteering to hold Bible studies for these ladies;
- Mentoring recovery program graduates who are members at Killen and who choose to participate in a “life plan” which guides them in making life decisions as they transition from a recovery facility into traditional living arrangements;
- Providing support, accountability and spiritual enrichment to these ladies to help them stay faithful and minimize the risk of relapse.

Contact Ross or Eva Hargett or Susan Brown to get involved in this area of service.

MISSIONS MINISTRY

Acts 20:4 says, “We cannot stop speaking of what we have seen and heard.” Like Peter and John, we are all called to share the things we have seen and heard because of the love of Jesus in our lives. We have many opportunities to be involved in mission work within our own community, in other stateside mission points and in other countries. Each year mission teams travel to work with missionaries we support, and each one is forever changed by the experience.

Each third Sunday night of the month our Mission Focus Group meets in

the Green Room to train for mission work and encourage each other to work in the mission field in which we live. Contact Tim or Pam Ashley, Wade or Amanda Gooch and Keith or Carole Medley for information.

FUN AND FELLOWSHIP MINISTRIES

Having fun together is a great way to get to know each other better! The following groups meet for that purpose—sharing fun, creating closer relationships, and encouraging each other to share “below the surface”!

40'S AND 50'S FELLOWSHIP GROUP

Sharon Arnold coordinates a list of ladies who are available for “spur of the moment” fellowship or to meet a congregational need. Provide your contact information to Sharon to be included in this list, and contact someone to meet for lunch or to become involved in a service project together.

NIFTY FIFTY BUNCO

Listen for announcements or watch the bulletin for location, dates, and times to join these ladies for a fun filled night. Enjoy an opportunity to get together and get to know each other better.

CHILDREN'S ACTIVITIES

Several times a year volunteers are needed to help plan and prepare for children's activities that are also an outreach to our community. Trunk or Treat and the annual Egg Hunt are two examples of events that involve children but also bring people from the community to Killen. Please contact Heather Young if you are interested in serving in this way.

CONGREGATIONAL FELLOWSHIP MEALS

There are several times a year that the congregation meets together for special meals. We now have a catered Wednesday night fellowship meal, which has been a great opportunity for people to eat together before class and to enjoy a few minutes of fellowship. Please contact Mark Simpson if you would like to assist in serving food for this meal.

ASSEMBLY TIME OPPORTUNITIES

Before and during our assemblies, there are several needs that ladies are asked to meet. They are Assisting with Baptisms, Preparing Communion Trays, Attending the Nursery and Foyer Attendant. Be sure to fill out an Involvement Sheet indicating your willingness to serve in any of these areas.

ASSIST WITH BAPTISMS

Ladies are assigned each month to assist women who are being baptized. Assignments are published in the bulletin insert prior to the end of the month for the next month.

When a woman responds to be baptized during a service, and after her confession is made, she will be asked to go upstairs to the baptistry. If you are assisting, be up front to show her the way upstairs. Be sure that you have already checked out the upstairs dressing rooms so you know where everything is located and will be able to make the ladies feel comfortable.

There are two dressing rooms with curtains for privacy. In the dressing rooms are various sizes of navy robes (which are not see through when wet), underwear in all sizes (so they don't have to get their clothes wet) and several towels. (Bras will be washed and reused; panties may be taken home or thrown away).

After the baptism, wash the towels, bras and robes and return them to the dressing rooms before the next service. (Robes are to be washed with no other items in cold water and hung on a rack to dry. They will dry in 15-20 minutes).

PREPARE COMMUNION TRAYS

Ladies of the congregation are asked to volunteer to prepare Communion trays. Two ladies are needed to prepare Communion trays each week. Schedules for the next month are published in the bulletin insert at the end of each month.

Supplies for preparing communion trays are located in the room behind the pulpit/baptistry. Supplies include cups, crackers, doilies, juice, cup-

filling tools and cleaning supplies.

Instructions for preparing trays are posted on the wall above the counter in the supply room. Instructions are detailed and explain what should be done before and after each Sunday morning and evening service.

Contact the person sharing communion tray preparation with you to decide a time to get together or to divide the responsibilities between you. Communion trays should be **prepared on Saturday** so everything is in place to be served on Sunday.

NURSERY ATTENDANT

Nursery Attendants schedules for the next month are published in the bulletin insert at the end of each month. If you are scheduled to be a nursery attendant (also check the bulletin each Sunday morning), please be in the nursery ready to accept babies at least 10 minutes before services start. Take the parent's cell number and let them know that if they are needed during the service you will send them a text. (Remind them to put their phones on silent). If you are unable to send a text, ask an usher to find the parents. Never leave the nursery if babies are present.

Please do not feed babies ***anything*** unless the parent instructs you to do so. Be aware that some babies have serious ***food allergies***.

If the Lord's Supper is served while you are attending the nursery, please assist the men who are serving, and be sure any mothers who are in the next room (nursing room) are served.

FOYER ATTENDANT

Names of ladies who have volunteered to sit in the foyer during morning and evening services will be published in the bulletin insert at the end of the month for the next month. Names are also listed in each Sunday's bulletin. Foyer attendants are to observe ladies and children who exit the auditorium and offer assistance if they appear to be in need. Typically, foyer attendants sit on the east side of the foyer outside the Ladies Room.

SUGGESTIONS FOR MINISTRY

PLEASE CONTACT ANY OF THE COORDINATORS TO SUGGEST IDEAS FOR
ADDITIONAL WOMEN'S MINISTRY OPPORTUNITIES.