



Administration

The gift of Administration is the God-given ability to understand what makes an organization function and the special ability to plan and execute procedures that accomplish the goals of the group or organization.

Scripture References for Administration

- 1 Corinthians 12:28
- Acts 6:1-7
- Exodus 18:13-25

People With This Gift Like to...

- Develop strategies or plans to reach identified goals.
- Organize people, tasks, or events.
- Assist ministries to become more effective and efficient.
- Be thorough, responsible and efficient.

Potential Ways to Use the Gift of Administration at CTK

AUDIO/VIDEO TEAM

Each weekend it takes more than half a dozen people to assist us with the screens, cameras, and recordings to give people the opportunity to participate in worship during and after a service is complete

COMMITMENT – 1 hour per month at a worship service of your choice

CONTACT PERSON - Jess Miller, 253-740-6964, jess@ctklc.org

OFFICE ASSISTANT

These volunteers work directly with the staff to help with administrative tasks in the church office, such as answering the phones, making copies and stuffing bulletins. At times, one will use organizational, computer and/or typing skills to assist in the collection and management of information.

COMMITMENT – As needed

CONTACT PERSON – Ginger Davis, 727-595-211g, gdavis@ctklc.org

PHONE CALLER

Callers are needed to call and provide reminders to volunteers, as well as notify members of upcoming events, or even to call a homebound member.

COMMITMENT – As needed

CONTACT PERSON – Ginger Davis, 727-595-2117, gdavis@ctklc.org

COUNTER

Volunteer bookkeepers serve on Monday mornings to help process the offering. Duties include sorting, counting and preparing the deposit.

COMMITMENT – Monday Morning at 6 am.

CONTACT PERSON – Larry Kinports, 727-595-7178