

Where will YOU serve?



**TLC  
Ministry  
Teams**

*"Every Member  
a  
Minister"*



# *"Every Member a Minister"*

*"Each one should use whatever gift he has received to serve others, faithfully administering God's grace in its various forms."*

*~1<sup>st</sup> Peter 4:10*

**How do Ministry Teams Work?** Each Ministry Team will have a Team Leader and an Elder advisor. They, along with Ministry Team members, will plan, budget, recruit, schedule, publicize and conduct the various objectives of their respective Team.

**How do I volunteer to participate on a particular team?** You may volunteer by filling out a "Ministry Team Card" indicating which team you would like to serve in and turning it in to the Church Office or by contacting the Team Leader.

**What happens when I volunteer?** The Ministry Team will work with you to use your gifts, talents or skills in one of the many areas of ministry that that Ministry Team will conduct.

For instance, if you volunteer for the Greeting Ministry Team, you may serve with others, in line with your wishes and desires, as a greeter in the Narthex, Fellowship Hall, Welcome Center in the G2G service, or in the parking lot. You can serve at a particular service or place on a given Sunday or on a rotational basis with other greeters.

***Every Ministry Team will need the assistance of many volunteers. Please look over the Ministry Team list and find where God wants to use you and your gifts and talents in service to Him and our Church community.***

# TLC MINISTRY TEAMS

## ADULT EDUCATION MINISTRY TEAM

Thomas Pollock  
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261-9922

- A. The Adult Education Ministry Team will plan and implement a comprehensive Adult Education for our church supporting our church mission statement.
- B. Overarching responsibilities are to 1) plan, 2) budget, 3) recruit, 4) schedule, 5) publicize and 6) execute action plans to accomplish the following objectives:
  - 1. Provide Qualifications and Training for teachers and maintain an adequate number of teachers ready to teach Adults.
  - 2. Develop a program for basic education of contents of the books of the Bible and understanding of history of God interacting with creation from beginning to end of time Christian World View).
  - 3. Provide a variety of studies of books of Bible and Christian topics on Sundays evenings, and other times as opportunities arise.
  - 4. Provide frequent discipleship training opportunities.
  - 5. Sponsor special guest speakers, special studies, etc. as opportunities arise (Not Special Event Ministry Team events).
  - 6. Support community studies such as CBS as appropriate.
  - 7. Provide child care, etc. as appropriate for education events.
  - 8. Actively encourage people to fill up the education opportunities and promote fellowship with the Fellowship Ministry Team and Family with the Family Ministry Team, etc.

## ASSISTED LIVING MINISTRY TEAM

Linda Ousley  
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383-5746

- A. The Assisted Living Ministry Team will plan and implement a comprehensive ministry for those in our community who are currently living in an assisted living facility.
- B. Responsibilities are to 1) plan, 2) budget, 3) recruit, 4) schedule, 5) publicize and 6) execute action plans to accomplish the following objectives:

1. Provide worship opportunities for residents of local assisted living facilities either at the facility or when possible at the church.
2. Involve church members in visitation of assisted living residents.
3. Provide fellowship opportunities for residents of assisted living facilities.
4. Reach out to caregivers as opportunities arise.

### **BENEVOLENCE MINISTRY TEAM**

- A. The Benevolence Ministry Team will plan and implement a comprehensive Benevolence outreach for our Lakeway Church supporting our church mission statement.
- B. Overarching responsibilities are to 1) plan, 2) budget, 3) recruit, 4) schedule, 5) publicize and 6) execute action plans to accomplish the following objectives:
1. Screen and recommend organizations, ministries and/or persons for financial and/or material support.
  2. Organizations should primarily (but not necessarily exclusively) be 501(c)(3) organizations which are in close proximity to Lakeway or operate primarily for Lakeway's area of influence, and which are related to activities for the care of the needy.
  3. Submit recommended allocations to selected recipients in accordance with budgeted funds.
  4. Conduct specific Benevolence Ministries, as appropriate, throughout our church life and membership.
  5. Develop and expand increasing member participation in local area ministry programs such as, but not limited to, Lake Travis Crisis Ministry, Caritas, Salvation Army, Health Care Clinic, English as Second Language, Food Bank, Meals on Wheels, Angel Tree, Samaritan's Purse Shoeboxes, etc.

## **BUILDING AND GROUNDS MINISTRY TEAM**

Duane Babcock  
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261-5047

- A. The Building and Grounds Ministry Team will plan and implement a comprehensive maintenance program for our church facilities supporting our church mission statement.
- B. Overarching responsibilities are to 1) plan, 2) budget, 3) recruit, 4) schedule, 5) publicize and 6) execute action plans to accomplish the following objectives:
  - 1. Oversee the maintenance and equipment of all church buildings and properties
  - 2. Recommend to the Director of Administration any contractual arrangements or commitments required for maintenance or repair for services.
  - 3. Make recommendations to the Director of Administration regarding replacement and/or purchase of equipment, remodeling, etc., necessary or desirable for efficient operation of the Church plant.
  - 4. Recommend for inclusion in the church's annual budget, an estimate of annual funds needed for materials, equipment, supplies, utilities, etc., to maintain and operate the Church facilities.

## **CARING FOR NEIGHBORS MINISTRY TEAM**

Marty Berdan  
[cpuglvr@gmail.com](mailto:cpuglvr@gmail.com)

H: 608-9244; C: 913-9011

- A. The Caring for Neighbors Ministry Team will plan and implement a comprehensive building and repair ministry for our Lakeway Church and community, supporting our church mission statement.
- B. Overarching responsibilities are to 1) plan, 2) budget, 3) recruit, 4) schedule, 5) publicize and 6) execute action plans to accomplish the following objectives:
  - 1. Provide assistance to qualified recipients in such areas as, but not limited to, carpentry, plumbing, clean-ups, repairs as an evangelistic and caring outreach ministry.
  - 2. Recipients should include church members, regular attendees and community neighbors.
  - 3. Establish a screening and approval process for proposed & paid for services.
  - 4. Provide labor and material requirements for projects.

5. In special circumstances requiring skills beyond the ability of the ministry team members, if possible, arrange for paid assistance.
6. Involve members in such projects as, but not limited to, Habitat for Humanity.
7. Work with Lake Travis Crisis Ministry and other support agencies, but not limited to, such as the C3 ministry for material and expert assistance.

### **CHILDREN'S MINISTRY TEAM**



- A. The Children's Ministry Team will plan and implement comprehensive Children's Ministry Programs for the Lakeway Church, supporting our church's mission statement.
- B. Overarching responsibilities are to 1) plan, 2) budget, 3) recruit, 4) schedule, 5) publicize and 6) execute action plans to accomplish the following objectives:
  1. Teach children God's word through age appropriate, creative, Bible centered curriculum
  2. Create outreach opportunities (VBS, Extreme Wednesdays, etc) for children.
  3. Cast vision, recruit, and train Children's Ministry Leaders.
  4. Partner with parents, through communication, activities, and resources, to have a greater impact on the lives of children.
  5. Communicate by various means on a regular basis children's ministries/activities and opportunities to serve and support children's ministries.
  6. Recognize and honor ministry volunteers.

## **CHURCH DINNER MINISTRY TEAM**

Joyce Ranous  
[geraldranous@sbcglobal.net](mailto:geraldranous@sbcglobal.net)

266-2948

- A. The Church Dinner Ministry Team will plan and implement a comprehensive Monthly Fellowship Dinner ministry for our church congregation supporting our church mission statement.
- B. Overarching responsibilities are to 1) plan, 2) budget, 3) recruit, 4) schedule, 5) publicize and 6) execute action plans to accomplish the following objectives:
  - 1. Provide a church fellowship dinner on the first Wednesday of each month except for the month of July.
  - 2. Arrange food caterer, set-up, décor, serving if required, and clean-up.
  - 3. Arrange appropriate entertainment or guest speaker.

## **FAMILY MINISTRY TEAM**

Bob & Sheila Shonk  
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291-6549  
[sheila.shonk@gmail.com](mailto:sheila.shonk@gmail.com)

- A. The Family Ministry Team will plan and implement a comprehensive family ministry for our church supporting our church mission statement.
- B. Overarching responsibilities are to 1) plan, 2) budget, 3) recruit, 4) schedule, 5) publicize and 6) execute action plans to accomplish the following objectives:
  - 1. Encourage people to understand Christian family values and live them out.
  - 2. Provide regular educational & encouragement opportunities on family value subjects such as marriage, divorce, parenting, single parenting, discipline, training children/youth, sanctity of life, etc., in coordination with other ministries..
  - 3. Encourage support, fellowship and counseling opportunities.

## **FELLOWSHIP MINISTRY TEAM**

Jose & April Garcia  
[garcia\\_april@yahoo.com](mailto:garcia_april@yahoo.com)

April: 426-3084; Jose: 771-0079  
[dallasmrt@yahoo.com](mailto:dallasmrt@yahoo.com)

- A. The Fellowship Ministry Team will plan and implement a comprehensive Fellowship Ministry for our combined church congregation supporting our church mission statement.
- B. Responsibilities are to 1) plan, 2) budget, 3) recruit, 4) schedule, 5) publicize and 6) execute action plans to accomplish the following objectives:
  - 1. Focus fellowship activities on the "social" activities.
  - 2. Enhance fellowship between members across the spectrum of the total church membership.

## **GREETING MINISTRY TEAM**

Frank Strickland  
[elnbrdwy@aol.com](mailto:elnbrdwy@aol.com)

215-2853

- A. The Greeting Ministry Team will plan and implement a comprehensive Greeting Ministry for our Sunday church services supporting our church mission statement.
- B. Responsibilities are to 1) plan, 2) budget, 3) recruit, 4) schedule, 5) publicize and 6) execute action plans to accomplish the following objectives:
  - 1. Present a welcoming and loving church creating a positive first impression for visitors and first-time attendees.
  - 2. Warmly greet and welcome all visitors and first time attendees.
  - 3. Give visitors and first-time attendees information packages about The Lakeway Church.
  - 4. Answer any questions they may have, giving directions or finding assistance for them if required.

## **HOME TEAM MINISTRY TEAM**

Drew Brooks  
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417-2307

- A. The Home Team Ministry Team will plan and implement a comprehensive Home Team Ministry for our church supporting our church mission statement.
- B. Overarching responsibilities are to 1) plan, 2) budget, 3) recruit, 4) schedule, 5) publicize and 6) execute action plans to accomplish the following objectives:
  - 1. Encourage increasing number of Home Teams with increasing % of members in Home Teams.
  - 2. Provide more Home Team fellowship opportunities.
  - 3. Encourage Christian discipleship through various means of Bible study.
  - 4. Specifically encourage new church members to join specific Home Team.
  - 5. Provide support group and training for Home Team hosts/leaders.
  - 6. Maintain records of Home Teams information.
  - 7. Periodically recognize Home Team leaders during worship services.

## **HOMEBOUND MINISTRY TEAM**

Dabney & Barbara Cauley  
[dabney932@earthlink.net](mailto:dabney932@earthlink.net)

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- A. The Homebound Ministry Team will plan and implement a comprehensive Homebound Ministry for our Homebound members supporting our church mission statement.
- B. Overarching responsibilities are to 1) plan, 2) budget, 3) recruit, 4) schedule, 5) publicize and 6) execute action plans to accomplish the following objectives:
  - 1. Make scheduled periodic contact (phone call, visit) with each homebound member or homebound member's family.
  - 2. Assure the homebound member that they are still a valued member of The Lakeway Church (no member is forgotten)
  - 3. Ascertain if the church can meet any specific needs they may have.
  - 4. Maintain an ongoing contact with them.
  - 5. Pass along any critical information to the pastoral staff as required.

## **LAKEWAY CHURCH CHRISTIAN PRESCHOOL MINISTRY TEAM**

Nicole Young  
[nicole4640@att.net](mailto:nicole4640@att.net)

264-1883

- A. The Lakeway Church Christian Preschool Ministry Team will plan and implement a comprehensive early child hood education program for our Christian preschool ministry supporting our church mission statement.
- B. Overarching responsibilities are to 1) plan, 2) budget, 3) recruit, 4) schedule, 5) publicize, and 6) execute action plans to accomplish the following objectives:
  1. Provide direction, guidance, and assistance to the Preschool Director.
  2. Review annual budget.
  3. Recommend policy changes in the operation of the Christian preschool.
  4. Advise on fund raising events, verify with the associate pastor and verify conformance with the tax-exempt status of the church.
  5. Advise on all enrichment programs.
  6. Act as advocate for all preschool matters.

## **MEMBERSHIP MINISTRY TEAM**

Kevin Neri  
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[knkrc97@gmail.com](mailto:knkrc97@gmail.com)

- A. The Membership Ministry team will plan and implement a comprehensive Membership Ministry for our Church supporting our church mission statement.
- B. Overarching responsibilities are to 1) plan, 2) budget, 3) recruit, 4) schedule, 5) publicize and 6) execute action plans to accomplish the following objectives:
  1. Promote quarterly Inquirers/New Member's Class.
  2. Conduct quarterly, or as required, New Member Luncheons.
  3. Visit visitors and prospective members giving them church information packages.

### **MEMORIAL GARDEN MINISTRY TEAM**

Mike Brimmer  
[mjbrimmer@hotmail.com](mailto:mjbrimmer@hotmail.com)

261-5751

- A. The Memorial Garden Ministry Team will plan and implement a comprehensive Memorial Garden Ministry for our Church members supporting our church mission statement.
- B. Overarching responsibilities are to 1) plan, 2) budget, 3) recruit, 4) schedule, 5) publicize and 6) execute action plans to accomplish the following objectives:
  - 1. Insure the Garden is properly utilized and maintained.
  - 2. Oversee the planning, design and implementation of future expansions or additions to the Garden.
  - 3. Make recommendations to the Elder Council relative to sale of spaces, practices and policies addressing the Garden.

### **MEMORIAL RECEPTION MINISTRY TEAM**

Cheryl Ferovick  
[cfero@austin.rr.com](mailto:cfero@austin.rr.com)

261-6184

- A. The Memorial Reception Ministry team will plan and implement a comprehensive reception ministry for church members supporting our church mission statement.
- B. Responsibilities are to 1) plan, 2) budget, 3) recruit, 4) schedule, 5) publicize and 6) execute action plans to accomplish the following objectives:
  - 1. Provide receptions for families after funeral and memorial services held at The Lakeway Church.

### **MEN'S MINISTRY TEAM**

Doug Land  
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- A. The Men's Ministry team will plan and implement a comprehensive Men's Ministry supporting our church mission statement.
- B. Responsibilities are to 1) plan, 2) budget, 3) recruit, 4) schedule, 5) publicize and 6) execute action plans to accomplish the following objectives:

1. Engage men in studies and activities that promote personal spiritual growth.
2. Engage men in activities that promote Christian fellowship
3. Provide training for men to become effective disciples
4. Create opportunities for men to meet together to develop a sense of unity and purpose as a group.
5. Provide mentoring opportunities

### **MISSIONS MINISTRY TEAM**

Gene Schackelford  
gene.shackelford@gmail.com

983-6748

- A. The Missions Ministry Team will plan and implement a comprehensive domestic and foreign missions ministry for our Lakeway Church members, supporting our church mission statement.
- B. Overarching responsibilities are to 1) plan, 2) budget, 3) recruit, 4) schedule, 5) publicize and 6) execute action plans to accomplish the following objectives:
  1. Oversee the screening and selection of missionaries in accordance with the following guidelines: Individual missionaries shall be responsible to a missionary organization that is a Christian nonprofit endeavor with a proven experience record.
  2. The missionary organization must adhere to statements of faith which are consistent with the Church's Statement of Faith.
  3. Select, schedule and conduct short-term mission trips for church members, domestic and foreign.
  4. Maintain regular contact with supported missionaries.
  5. Coordinate timely distribution of Elder Council approved funds to respective missionaries in accordance with Disbursement Guidelines for Missions and Missions Ministry Team approved budget.
  6. Maintain an ongoing contact with missionaries.
  7. Promote mission involvement for all church members.
  8. Promote prayer activities in support of church supported missionaries.

## **MUSIC MINISTRY TEAM**

Nathan Barry  
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- A. The Music Ministry Team will plan and implement a comprehensive music ministry / and music education program for our entire church (including all age groups) supporting our church mission statement.
- B. Overarching responsibilities are to 1) plan, 2) budget, 3) recruit, 4) schedule, 5) publicize and 6) execute action plans to accomplish the following objectives:
  - 1. Provide Music and Music Leadership for all Worship Services and all Church programs where needed.
  - 2. Develop choirs, ensembles, and groups of all ages to provide music and leadership to support the church's services and programs.
  - 3. Budget and plan for each music ministry group so that they may accomplish their goals.
  - 4. Schedule all rehearsals, programs and services so that music ministry events are coordinated with all other church events on the church calendar.
  - 5. Pursue opportunities utilizing TLC music ministries in community activities.

## **SENIOR ADULT MINISTRY TEAM**

Dee Paczkowski  
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906-1234

- A. The Senior Adult Ministry Team will plan and implement a comprehensive ministry for our senior adults (ages 60 and up) supporting our churches mission statement.
- B. Responsibilities are to 1) plan, 2) budget, 3) recruit, 4) schedule, 5) publicize and 6) execute action plans to accomplish the following objectives:
  - 1. Enhance the fellowship of Senior Adults in our community.
  - 2. Provide opportunities to involve senior adults in ministry.
  - 3. Provide opportunities for the spiritual growth of senior adults.
  - 4. Provide opportunities to enhance the worship experiences of our senior adults.

### **SHEPHERDS MINISTRY TEAM**

Taylor White  
[rtaylorwhite@gmail.com](mailto:rtaylorwhite@gmail.com)

261-8663

- A. The Shepherds Ministry Team will plan and execute a caring, comprehensive Shepherds Ministry for the members of our church, supporting our mission statement.
- B. The Overarching responsibilities are to 1) Plan, 2) budget, 3) recruit, 4) schedule, 5) publicize and 6) execute the following objectives.
  - 1. Assign each member of our congregation to a flock according to the geographical location of their home.
  - 2. Assist with the church suppers and provide the desserts on a rotating basis.
  - 3. With memorial service receptions for members of their flock and provide the refreshments.

### **SINGLE ADULT MINISTRY TEAM**

Judy Teague  
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[judith.teague1@gmail.com](mailto:judith.teague1@gmail.com)

- A. The Single Adult Ministry Team will plan and implement a comprehensive Single Adult program for our church supporting our church mission statement.
- B. Overarching responsibilities are to 1) plan, 2) budget, 3) recruit, 4) schedule, 5) publicize and 6) execute action plans to accomplish the following objectives:
  - 1. Develop various events addressing the social, fellowship and recreational needs and desires of single adults.
  - 2. Develop discipleship and Bible study programs for single adults.
  - 3. Develop outreach to single adults who are members of the church, visit the church, or are living in the greater Lake Travis area.
  - 4. Encourage greater leadership and participation in church leadership and ministries by single adults.

## SPECIAL EVENTS MINISTRY TEAM

- A. The Special Events Ministry team will plan and implement a comprehensive Special Events ministry supporting our church mission statement.
- B. Responsibilities are to 1) plan, 2) budget, 3) recruit, 4) schedule, 5) publicize and 6) execute action plans to accomplish the following objectives:
  - 1. Encourage spiritual growth thru unique events (movies, simulcast, speakers, concerts, productions, etc.)
  - 2. Reach out to non-believers and unchurched individuals in the community
  - 3. Leverage resources with churches and Christian-based non-profit organizations to impact the community
  - 4. Address special community needs: drought, disaster, tragedy, etc.

## STEPHEN MINISTRY TEAM

Carol Gans <a href="mailto:cgans@jps.net">cgans@jps.net</a>	261-3804
Janet Moss <a href="mailto:jmoss44@austin.rr.com">jmoss44@austin.rr.com</a>	261-5736

- A. The Stephen Ministry team will plan and implement a comprehensive ministry for hurting people in our community supporting our church mission statement.
- B. Responsibilities are to 1) plan, 2) budget, 3) recruit, 4) schedule, 5) publicize and 6) execute action plans to accomplish the following objectives:
  - 1. Provide a system of trained individuals to effectively reach out to others in need.
  - 2. Provide Christian caregiving in on e-to-one relationships and group ministries (e.g., Caring for Caregivers, Grief Share and Single & Parenting Group) with emphasis on commitment and confidentiality.
  - 3. Provide program maintenance through training, referrals, peer supervision, and continuing education.

## **STEWARDSHIP MINISTRY TEAM**

- A. The Stewardship Ministry Team will plan and implement a comprehensive stewardship ministry for our church supporting our church mission statement.
- B. Overarching responsibilities are to 1) plan, 2) budget, 3) recruit, 4) schedule, 5) publicize and 6) execute action plans to accomplish the following objectives:
  1. Communicate importance of financial giving to the church as a reflection of one's thanks for God's overwhelming gift of the life of His Son, Jesus Christ.
  2. Execute stewardship 'campaigns'.
  3. Provide year-round programs, presentations, and materials to the congregation on personal financial and service/ministry.

## **STUDENT MINISTRY TEAM**

Tracy Moulckers	261-0695
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Laney Thompson	261-8096
<u><a href="mailto:ltgirl50@yahoo.com">ltgirl50@yahoo.com</a></u>	

- A. The Student Ministry Team will plan and implement upcoming activities and functions of the student ministry
- B. Responsibilities are to 1) plan, 2) budget, 3) recruit, 4) schedule, 5) publicize and 6) execute action plans to accomplish the following objectives:
  1. Oversee major functions and events of the student ministry: Sunday morning student worship, Wednesday night small groups, 5<sup>th</sup> Quarters, Fall Retreat, Disciple Now Retreat, Camp Eagle, Eagle Quest, River Quest, High School Mission Trip, Middle School Mission Trip, Family Camp, Armadillo Toy Drive
  2. Create connection opportunities for students (i.e., 5<sup>th</sup> Quarters, summer camping trip, summer fun activities for Middle School and High School like Six Flags, Comal River Tubing, Schlitterbahn, Paintball, Blazer Tag, etc)

3. Create service opportunities (Ownership Teams, Monthly Service projects like bike race volunteer, mobile loaves and fishes volunteer, Armadillo Toy Drive, Mission Trips, etc)
4. Create worship opportunities and participation during student worship on Sunday mornings and small groups on Wednesday nights
5. Advertise all previously mentioned activities on student website and in weekly student newsletter emailed to parents
6. Present a welcoming and loving church creating a positive first impression for visitors and first-time attendees.

### **WOMEN'S MINISTRY TEAM**

Jill Steinle

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[ejsteinle@austin.rr.com](mailto:ejsteinle@austin.rr.com)

- A. The Women's Ministry Team will plan and implement a comprehensive ministry for women in our church supporting our church mission statement.
- B. Overarching responsibilities are to 1) plan, 2) budget, 3) recruit, 4) schedule, 5) publicize and 6) execute action plans to accomplish the following objectives:
  1. Provide opportunities for women to Grow, be Equipped for Ministry & Service (GEMS)
  2. Host dinners, luncheons, & teas with speakers (church members & guests)
  3. Sponsor retreats with inspirational speakers
  4. Provide information to church women about growth opportunities such as Women of Faith, simulcasts, & Austin area events.
  5. Contact new church members about women opportunities for women.

## WORSHIP MINISTRY TEAM

- A. The Worship Ministry Team will plan and implement a comprehensive ministry to support and enhance the worship experiences of our congregation supporting our churches mission statement.
- B. Responsibilities are to 1) plan, 2) budget, 3) recruit, 4) schedule, 5) publicize and 6) execute action plans to accomplish the following objectives:
  1. Plan and prepare for celebrating communion in each service.
  2. Recruit and schedule appropriate number of ushers and communion stewards for each service each week.
  3. Provide appropriate training for ushers and communion stewards.
  4. Ushers greet and provide each attendee with a service bulletin.
  5. Ushers help attendees find a seat when the sanctuary is full.
  6. Prepare the sanctuary for worship service each week and special services when necessary.
  7. Decorate the sanctuary for special services, i.e., Advent & Easter.
  8. Help hearing impaired attendees with assisted listening devices.



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