Christ the King Lutheran Church Policies – Updated October 28, 2026

CtK Member Mailboxes

Each member/close friend/family of Christ the King has a mail slot in the hallway between the sanctuary and the offices. Please check your mailbox regularly since the office saves postage costs by putting mailings in it. Also, be sure to get mail from the correct box; as members come and go, your mailbox may be moved!

CtK Member Name Tags

A name tag has been made for each member & close friend of Christ the King and is clipped onto the rolling board that can usually be found in the narthex. The Congregational Care Ministry encouraged everyone to wear their name tag at worship, especially if there is a new supply pastor. If you cannot find yours, please contact the office for a replacement.

Prayer List in *Weekly Messenger*

Prayer requests to be read aloud in weekend worship should be entered on the Prayer Request sheet on the lectern just outside the sanctuary. Prayer requests are printed in the *Weekly Messenger* for four consecutive weeks. If someone submitting the request would like it to continue, they must contact the office to ask that the request be added to the Long-term care and concern list or simply submit it again. You can also make prayer requests by emailing the request to office@ctktwinsburg.com.

Prayer Chain

All prayer chain requests begin with a prayer chain coordinator who keeps a list of people who participate in the chain. When you contact the prayer chain coordinator to activate the prayer chain, please note if you wish to have the request printed in the *Weekly Messenger*. If you call the church office (330-425-7377) with a prayer chain request, the staff will pass the request to the prayer chain.

Announcements for *Weekly Messenger*

The *Weekly Messenger* is the Sunday worship bulletin insert that includes prayer requests, the week's calendar, and congregational announcements. It can also be read on the Newsletters page of our website www.ctktwinsburg.com. You may call the church office with announcements or email them to office@ctktwinsburg.com. Thursday at 9:00 AM is the deadline for announcements for the weekend bulletin. If you would like a link to the *Weekly Messenger* emailed to you on Fridays, email office@ctktwinsburg.com or make a request on the Newsletters page of our website www.ctktwinsburg.com.

Articles for monthly *Messenger*

The monthly CtK newsletter is *The Messenger.* It is printed in the office late each month for the next month. Members may submit articles or information to office@ctktwinsburg.com to be published at the discretion of the staff. The deadline is published in the church calendar, but it is usually the next-to-last Thursday of the month. *The Messenger* is mailed or emailed to visitors, friends, and members of Christ the King. It can also be read on the *Newsletters* page of our website www.ctktwinsburg.com. If you want a link to *The Messenger* emailed to you monthly, email office@ctktwinsburg.com or request it through the *Newsletters* page of CtK's website www.ctktwinsburg.com.

Giving Envelopes & Giving Statements

Members & friends may pick up undated, non-personalized offering envelopes on the Welcome Table. In mid- to late January each year, an annual contribution statement for the preceding year is printed for all people who gave a financial contribution of record. If requested by a contributor, the Financial Secretary will create a giving report with a record of donations by that contributor. Non-cash gifts, known as gifts-in-kind, should be reported to the Financial Secretary or put in the Financial Secretary mailbox using the Gift-In-Kind form in order to be included in your giving record. Get details from the Financial Secretary if you would like to have a contribution to Christ the King made automatically from your financial institution.

Remaining an Active Member

To remain an active, voting member of Christ the King, a confirmed person must commune at least once every two years, and must make a contribution of record at least once every two years. (This can be a financial contribution or a contribution of time or talent.) A person will be inactive and not permitted to vote at congregational meetings if she or he does not fulfill both of these requirements. At the end of every calendar year the congregation council reviews the records of all members; those who are inactive are considered for removal from the CtK membership roll.

Voting Members

Voting Members are defined in section C8.02.c of the CtK Constitution. With regard to a contribution of record, a member's contributions of talent, time, and undocumented but verifiable monetary contributions to CtK help determine their voting member status.

Flowers for Sunday Worship

Flower donations are welcome for the sanctuary. The donor must make arrangements to deliver the flowers to CtK.

Holiday Flowers

There are special sign-up sheets for holiday flowers with prices publicized. Payment is due to *Christ the King* when you sign up and should be made by a check separate from regular giving. When flowers are put in the sanctuary for Easter, they may be taken home after the Easter Sunday worship service. Pentecost geraniums may be taken home after Pentecost Sunday worship. Poinsettias ordered for Christmas may be taken home after Christmas Eve worship. If you do not wish to take the special flowers home, CtK will distribute or plant them at its discretion. Please notify CtK as soon as possible if you won't take your flowers home.

Building Use
The facilities at Christ the King are available for members' use. A custodial fee will be charged if the member does not wish to clean up. (**Vacuum, turn down heat, clean up.)** Contact the office (330-425-7377 or office@ctktwinsburg.com) to check on availability for specific dates and times, especially for a meeting that will take place on a regular basis. This prevents scheduling conflicts. Building use must be approved by Council. Fundraising events (e.g. Tupperware parties) for individuals are not permitted. The Facilities Use Request Form can be found on the Resources page of our website, www.ctktwinsburg.com.

No Outside Use of Tables and Chairs
Tables and chairs may NOT be taken from the premises of Christ the King.

Baptisms
Prior to a baptism, the pastor meets with parents of children to be baptized and with adults to be baptized. You may contact the pastor directly or you may request a baptism on the CtK website: www.ctktwinsburg.com.

Weddings
The pastor meets with couples before marriage for counseling. Contact the office for details.

Funerals & Funeral Luncheons
The pastor meets with families prior to officiating a funeral. CtK members may be available to help serve at a funeral luncheon/reception and to provide desserts or appetizers, coffee, and tea. A list of local caterers who provide a variety of hot or cold foods is available from the office at the family's request.

Hospital Visits
A pastor or a Pastoral Care Team Partner will visit members in the hospital if the patient or a member of the patient's family calls the office to request a visit.

Giving Center
The Giving Center, located just outside the Education Wing, is a unit holding plastic bins that are used for various collections at CtK. Bins are labeled to tell what is being collected, the beneficiary of the collection, and the duration of the collection. If you would like to use a bin for a collection, you must ask Council for permission.

Take-a-Book, Leave-a-Book
Take-a-Book, Leave-a-Book shelves are next to the Giving Center. Many of us have books we have enjoyed and shared but that we are done with and don't want to recycle. Leave them on the shelf. If you find an interesting book, take it home. There are no rules for returning it. You may share the book, keep the book, or return it to the shelf. If you put a book there it may not be returned. In the interest of keeping the shelf neat, organizers will recycle books that sit on the shelf for a long time. Children's books are on the lower right shelf, easily within reach of kids.

Used Clothing Shed

The Used Clothing Shed in the parking lot is managed by an outside company – St. Pauly Textile - that pays CtK monthly for items that are put in it. Payment is based on weight. Accepted items are: clothing, shoes, sneakers, belts, purses, blankets, sheets, pillowcases, drapes, and stuffed toys. Donations should be put in tied or closed plastic bags and then put into the shed via the opening. If you put accepted items in the shed, you may get a receipt from the QR code on the front of the shed to list your items so that you can deduct their value from your itemized federal taxes.