

Taylor Apostolic Christian Church Administrative/Outreach Responsibilities - January, 2026

CHURCH OFFICERS	BROTHER RESPONSIBLE	TERM	DESCRIPTION OF DUTY/OFFICE
Elder	Tim Lehman	Indefinite	Spiritual leader of the Church
Ministers	Kim Sutter, Scott Wegman, Quinton Snyder, Ben Lindberg, Joe Knochel, & Cole Sutter	Indefinite	Assist the Elder in the spiritual leadership of the Church
Trustees	Greg Snyder (Jan 2027), Kyle Grimm (Jan 2028), Rick Steidinger (Jan 2029), Jordan Steidinger (Jan 2030), Bro. Austin Yackley (Jan 2031).	5 years	Responsible for the physical maintenance of the church, fellowship center, and grounds.
Treasurer	Travis Haerr (1st term, January 2026 to January 2031)	5 years	Responsible for depositing all donated funds in designated accounts and paying all debts incurred.
ADMIN/OUTREACH RESPONSIBILITIES	BROTHER/SISTER RESPONSIBLE	TERM	DESCRIPTION OF DUTY/OUTREACH
A-L-I-C-E (Alert, Lockdown, Inform, Counter, and Evacuate)	Roger Sutter, Ben Lindberg, Richard Sutter, Brad Gehring, Cole Sutter, Keith Pflum, Jim Gottman, Tyler Haerr, Don Grimm, and Joe Knochel.	Indefinite	Receive training; implement safety protocol to prevent and/or respond to an active shooter.
Bible Distribution	Rusty Adrian	Indefinite	Coordinate distribution of Bibles to people in our community.
CHAOS Kids (Christ Honored And Others Served)	Quinton Snyder, Cooper Sutter, Dallas Haerr, Jonathan Wegman, Becca Haerr, & Natalie Wegman.	Indefinite	Opportunity for students to meet at church, typically on the 2nd & 4th Wednesday nights, with a focus on building relationships, verse memorization, themed Bible study, and music.
Father-Son Campout	Brad Gehring, Tyler, Dallas, Parker, & Travis Haerr.	Indefinite	Plan and organize an annual fish fry and camp-out for fathers and sons.
Fellowship Center Committee	Shon Haerr, Ministers, Trustees, Visionary & Food Committees, Kathy Eberhardt (calendar)	Indefinite	Oversee upkeep, supplies, and use of the facility. Keep a calendar for activities and coordinate the schedule for cleaning.
Food Committee	Tami Pflum (Jan 2027), Tricia Grimm (Jan 2028), Kim Steidinger (Jan 2029).	3 years	Plan and organize meals for church functions including potluck suppers, funerals, and other special events.
Funeral Directors	Caleb & Merce Sutter Roger & Dianne Sutter	Indefinite	Meet with family of deceased and coordinate plans for all aspects of the funeral services.
Gateway Woods Representative	Brad Gehring	Indefinite	Update the local congregation on opportunities and changes occurring at Gateway Woods (a church-sponsored home for troubled youth).
Gift Fund Treasurer	Sally Gottman	Indefinite	Sends a gift on behalf of the church to those connected to the church who are ill, have suffered accident, or other life changing events.

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Greeters & Car Park Facilitators	Brad Gehring, Jim Gottman, & Eric Knochel	Indefinite	Be available near the doors during church hours making everyone welcome, especially visitors. Assist with parking as needed and keep parking lot organized during high attendance services.
HarvestCall Local/ Loaves & Fishes Representatives	Rick & Kim Steidinger	Indefinite	Update the local congregation on opportunities and changes in the national HarvestCall organization. Provide leadership for local service projects.
Hearts&Hands	Sally Gottman, Amy Haerr, Lori Marquart, Merce Sutter	Indefinite	Provide opportunity for fellowship amongst the women in the congregation, second Tuesday evening of month.
House of Prayer	Jim & Sally Gottman	Indefinite	Meets fourth Monday of each month at 7 p.m. The first 1/2 hour is silent prayer in the church assembly room, followed by 1/2 hour of corporate prayer.
LifePoints Representative	Jordan Steidinger	Indefinite	Update the local congregation of opportunities and changes occurring at LifePoints (a church-sponsored home for individuals with disabilities).
Marion County Jail Ministry Coordinator	Rusty Adrian	Indefinite	Share the Gospel message to both men and women inmates.
Media Team	Sound technicians (Blake Massner, Travis Haerr, & Jonathan Wegman), emailers/texts (Tami Pflum, Tricia Grimm, Dianne Sutter, & Lori Marquart) and Steve & Deb Sutter.	Indefinite	Record worship services and publish to media sources. Use software to email weekly services, announcements, and prayer requests, and to email/text urgent news. Oversee maintenance of the church website and the church directory website.
Midwest Food Bank Local Representatives	Eric & Penny Knochel	Indefinite	Recruit volunteers to pull the church trailer to Peoria MFB, and return to Palmyra Food Pantry with donated food (monthly schedule on bulletin board).
Palmyra Food Pantry	Penny Knochel	Indefinite	Volunteers needed the third Tuesday of each month from 3-6 p.m.
Secretary	Lori Marquart	Indefinite	Keep accurate records of church data.
Sexton	Garrett Yackley, assisted by Joe Knochel	Indefinite	Keep accurate records of reserved cemetery plots and provide leadership for burial services as needed.
<u>Silver Lining</u> Reporters	Haylie Ogalat & Kristen Wegman	Indefinite	Report news of the Taylor church on a monthly basis for publication in the national <u>Silver Lining</u> .
Song Leaders	Dave Stieglitz* (Jan 2031) Rusty Adrian, Tyler, Dallas, Parker, & Travis Haerr, Joe Knochel, Quinton Snyder, Phil Stoller, Steve Sutter, Brett & Scott Wegman, Austin & Joe Yackley	5 years for Lead* otherwise Indefinite	Lead congregational singing during worship services and other special events.
Sunday School Teachers	See Sunday School List	2 years	Prepare Bible lessons using approved curriculum to teach youth at the grade level(s) assigned.
Thermostat Technicians	Roger & Cooper Sutter	Indefinite	Responsible for keeping the church comfortable and troubleshooting HVAC malfunctions.

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Topical Bible Study Facilitators	Scott & Dawn Wegman	Indefinite	Schedule a visiting minister to provide a topical Bible study the first Wednesday night of each month.
Treasurer, Welfare Fund	David Marquart, advised by Bro. Kent Heimer, the Elder & Ministers	Indefinite	Oversee funds available to meet short-term needs of church members or those in the community who have a financial hardship.
Ushers	Brad Gehring, Rich Sutter, Roger Sutter, Cooper Sutter, Tyler Haerr	Indefinite	Encourage attendees to be seated logistically and in a timely manner, especially for events such as weddings, baptisms, or funerals. Facilitate audio equipment as needed.
Vacation Bible School Coordinator	Amber Lehman	Indefinite	Provide a week of Bible lessons, songs, and crafts for youth of the church and community.
Visionary Committee	Dallas Haerr, Roger Sutter, Steve Sutter, Joe Knochel, Quinton Snyder (minister rep), Don & Kyle Grimm (trustee rep).	Indefinite	Prepare a facility and grounds plan to promote good stewardship and to anticipate future needs.
Young Group	President Blake Massner Secretary Kristen Wegman	Indefinite	Plan and organize activities for younger church members.