



CONTACTING THE FRONT OFFICE

Church phone—770-889-5328

Kathy Voerg: kathy@ctklutheran.com

Susan Hudock: susan@ctklutheran.com

Michele Luthart: michele@ctklutheran.com

FRONT OFFICE RESPONSIBILITIES

Who should I contact if I have any questions about the following topics?

Susan Hudock	Kathy Voerg	Jan Grimshaw	Pastor Finley
Newsletter	Budget/Financial	Simply Giving	Member death
Bulletin	Reimbursement Request	Offering	Member at hospital
Website	Livestream	Pledge/Giving	Member having surgery

Michele Luthart		
Building Use	Broken Items	Building Maintenance
Calendar	Prayer List	Volunteer Scheduling
Volunteer Cancellations and Expected Absences in Advance	New Volunteer Opportunities	Change of Personal Information (address, phone, email)
Distribution of Building Code	Problems with Alarm	Flower Chart
New Member Classes	Membership	Stephen Ministry

HOURS

	Michele Luthart	Susan Hudock	Kathy Voerg	Deborah Scarazzo
Monday	9:00 – 2:00	1:00 - 4:00	9:00 – 4:00	9:00 – 2:00
Tuesday	9:00 – 2:00	1:00 – 4:00	off	9:00 – 3:00
Wednesday	9:00 – 2:00	1:00 – 4:00	1:00 – 4:00	9:00 – 2:00
Thursday	9:00 – 2:00	9:00 – 4:00	9:00 – 4:00	off
Friday	office closed	office closed	office closed	office closed

*****HOURS MAY VARY AS NEEDED EACH WEEK*****