

# Congregational Coordinator for the TJD Chalice Lighter Program

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## Coordinator duties:

- Review regularly the CL pages on the TJD website and become knowledgeable about the District's Chalice Lighter program and purposes.
- Request from the TJD office, at least annually, a current list of Chalice Lighters for your congregation.
- Provide the TJD office with an updated list of current CLs and any deletions. (The annotated list should be e-mailed.)
  1. Verifying that the list of Chalice Lighters and their addresses are current.
  2. If names need to be deleted, then annotate the reason; for example, they are deceased or no longer members of your congregation, they no longer wish to be a Chalice Lighter, etc.
  3. updates can be made online, using the CL pledge/change form.
- Keep your congregation informed through the newsletter, announcements, and information tables — about the purposes of the District's CL program — encouraging the members to become Chalice Lighters. Alert your congregation when there is a new call for grant donations (which may occur up to three times a year).
- Promote online pledging and payments. Efficient web-based options allow secure pledge payments, registering new Chalice Lighters and updating existing-pledge information.
- Encourage increasing of donation amounts and frequency of pledging. *(The CL Program no longer suggests the \$10 per-call donation. Larger pledge amounts are encouraged.)*
- Administration of CL decals in the congregation. Ensure congregation Chalice Lighter members have decals on their nametags. Contact the CL committee when additional decals are needed. (After new members join, the TJD CL Committee sends out welcome letters acknowledging their pledge and CL decals to the new member.)