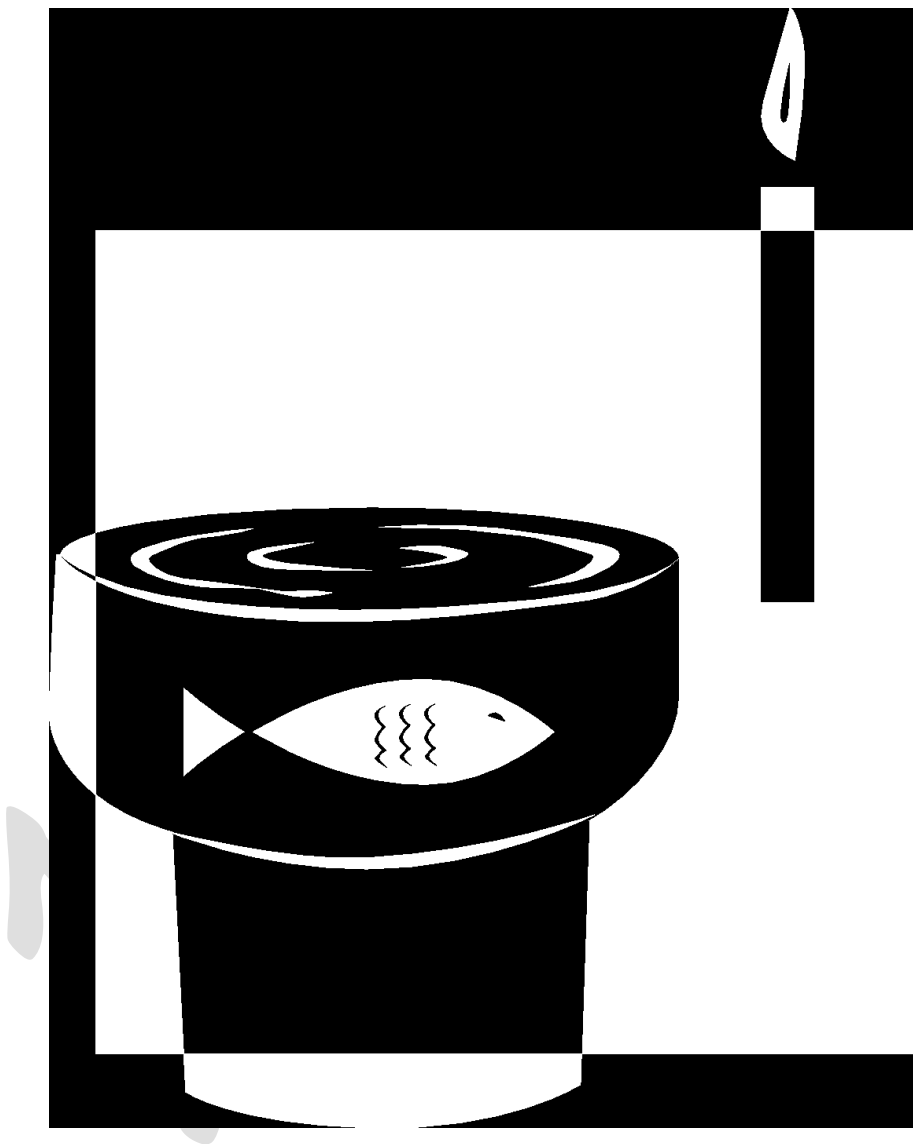




CHRIST THE KING LUTHERAN CHURCH WORSHIP SERVER HANDBOOK

11:00 am Sunday Service

Updated September 9, 2026

100

YOUR RESPONSIBILITIES

As a worship server you assist in the worship of God. Your responsibilities are:

- To be a team player and work together with worship serving team
- To prepare and rehearse any assigned readings prior to Sunday
- To be reliable in attending services to which you are assigned
- To contact Cheryl Gaspard if you cannot serve as assigned
(cherylgaspard@ctkelc.org, or 713-400-0519)

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Biblical name pronunciation guide for readers:

<https://www.netministries.org/resources/resource-pronunciation-guide>

Summary – All Roles

The key to the vesting sacristy should be in the Ushers' cabinet. It has a blue jump ring.

In the vesting sacristy:

- If you are wearing a microphone, place fresh batteries in it and turn it on.
- If you have a binder, be sure it contains the correct worship bulletin (8:30 vs. 11:00).
- S2 takes the sacristy key to unlock the door after the service.

In Worship:

- In the narthex, cease conversation when the bells begin.
- If there is an opening rite, S3/C and Acolytes move to north side of font immediately after the prelude.
- During the introduction to the gathering hymn, S3/C and Acolytes move to the south side of the font, leaving room for Presider and Deacon.
- When the people begin to sing, S3/C leads both Acolytes, choir, Deacon, and the PM around the east side of the chancel; AM (bearing the Word) leads the choir, S1, S2, and Preacher around west side of the chancel.
- S3/C stands behind pulpit, Acolytes stand behind and to right and left of S3/C until procession has passed, then place cross and torches in stands.
- AM stands at end of west (courtyard side) chancel rail until procession has passed, then places lectionary on pulpit, open to first reading.
- AM reads the first reading; S1 reads the second. Deacon reads the Gospel.
- Intercessory Prayers: After AM invites all to pray, servers and ministers kneel at the chancel rails or stand at the chairs. S3 holds AM's binder.
- After the Exchange of Peace, the Acolytes move the torches from the pulpit to the table; PM puts on Chasuble and moves to east credence; **AM leaves binder with S3/C** and moves to **west** credence.
- During the Offering Motet:
 - PM washes hands with soap and water, servers use hand sanitizer.
 - AM takes the small corporal to the table and places it on the south end, S1 brings large corporal to north end, AM places it on the table.
 - Acolyte (or S2) brings Chalice (large cup) and purificators to AM.
 - AM leaves the sanctuary and moves to **east** credence.

- S3 takes AM's binder to the south end of table and opens it to the Offering Prayer.
- AM takes two patens and the bread to the font; S3/C takes LEM kits to the font and stands behind AM; S1 takes flagon of wine directly to the font, behind the pews, then crossing in front of Prayground.
- Ushers line up behind S3/C and S1 at the font.
- Deacon follows ushers with food bank/mission offering basket.
- On signal from PM, the procession moves briskly to the side entrances of the sanctuary. AM and S1 enter at the same time. PM takes bread first, then wine, pours wine into chalice. S3/C places LEM kits on the south corporal.
- Ushers hand baskets to the AM; Deacon delivers other offering basket.
- S2 takes the non-alcoholic wine flagon to the south end of the table.
- S3/C retrieves the second flagon of wine and the purificators from the east credence and takes them to the AM on the south end of the table.
- Immediately after the Lord's Prayer:
 - Deacon, preacher (if pouring wine), organist, servers and acolytes, take glasses to the chancel rails and receive communion from PM (bread) and AM (wine).
 - After receiving communion, servers take glasses to the trays, retrieve pouring cups (and the basket of extra glasses), and wait by the columns, acolytes take trays to the columns.
 - AM takes a paten and half of the bread to south end of the sanctuary.
- After the Invitation to Communion:
 - S1 takes a pouring cup and **the basket of extra glasses** to the table.
 - S2 and S3/C take pouring cups to the table.
 - Deacon goes to the table to serve wine from the Chalice.
- Communion:
 - PM and AM serve bread; S1, S2, S3/C and Deacon serve wine:
 - S1 – Southwest quadrant
 - S2 – Northwest quadrant
 - S3/C – Southeast quadrant
 - Deacon – Northeast quadrant
 - AM or PM, and S1 or S3/C serve those who cannot come to the rail.
- After all have been served, cups, extra glasses and flagons are removed:

- PM and AM approach the table. AM retrieves the paten and moves to north end of the table.
- S1 empties and cleans cup, takes it **and the extra glasses** to credence, then returns for the non-alcoholic wine.
- S2 empties and cleans the cup, and takes the cup and the flagon **of wine** from the north end to the credence.
- S3/C empties and cleans the cup, takes the cup, purificators, and flagon to the credence. The acolyte may assist.
- The Chalice remains on the table.
- PM and AM serve each other, drinking wine from the chalice.
- Now, all that is left on the table are the bread and chalice on the north end and the offering baskets on the south end.
- During Post Communion Cantic:
 - PM gives bread and chalice to S1.
 - AM gives offering baskets and other basket to S3/C and acolyte.
 - PM and AM slip binders under corporals, fold corporals and give them to S2 or Acolyte on west side.
- Sending Hymn:
 - During the introduction, AM takes lectionary to the end of east chancel rail; S3/C retrieves the cross and stands behind the pulpit; Acolytes retrieve the torches and stand behind and to right and left of S3/C. S1, S2, Preacher, Deacon, and PM move to the columns
 - At signal from PM or as soon as all are assembled, S3/C leads both Acolytes, the choir, S1, S2, and the Preacher around west side of the nave; AM leads the choir, the Deacon and the PM around the east side.
- After Sending Hymn, AM delivers the dismissal, preferable from memory.
- AM tends the guest book in the narthex; S1, at the courtyard door.

After the Service:

- Wait until you are in the sacristy to untie your cincture or unfasten your alb.
- Empty alb pockets, hang alb neatly or place it in a laundry basket.
- If you have a microphone, remove the batteries and place them in the charger.

Assisting Minister (AM)

Before Sunday:

- When you receive the readings, check any unfamiliar pronunciations on the Net Ministries website (link in Worship Schedule document).
- Read and prepare your reading on the days leading up to Sunday.

Before the Service:

- Check the bulletin:
 - Who are the other servers? Who is presiding, who is preaching?
 - Is there an opening rite?
 - Is there a recognition or something after Communion and before the Blessing? Will you be needed there?
 - Review the Offering Prayer, the Post-communion Prayer, the Dismissal.

In the vesting sacristy:

- Check the lectionary. Are the ribbons in the right place? Does the reading match what you rehearsed?
- Microphone 4 – fresh batteries, turn on, check sound with digital verger.
- Be sure binder contains the correct worship bulletin (8:30 vs. 11:00).
- Mark the Offering Prayer with the ribbon that is the same color as the binder.

In Worship (consider taking your binder to your chair before the service begins):

- If Deacon is not present, please hold presiding minister's binder for opening rite.
- During the Gathering Hymn, carry the lectionary and lead the procession around the west (courtyard) side, staying even with the cross.
- Stand at the end of the west chancel rail until the procession has passed; place lectionary on pulpit, open to the first reading.
- Hold the PM's binder for the Prayer of the Day.
- After the Prayer of the Day, enter the pulpit and read the first reading; remain until the congregation responds, "Thanks be to God."
- Intercessory prayers – read the introduction, then hand binder to S3/C or kneel at the chancel rail (Lent). Deliver the prayers.
- Prayer for Peace - if the Deacon is not present, read the Prayer for Peace.

- Exchange of Peace – give binder to S3/C.
- During the offering/motet:
 - Move to the west credence.
 - Give chalice and purificators to the acolyte.
 - Give corporals to S1, take small corporal off the top and carry to the table.
 - Place corporals (starting with the small one on the south end), and chalice and purificators (receive from S2 or Acolyte) on the table.
 - S3 will take your binder to the table and open it to the Offering Prayer.
 - Leave the sanctuary and go to east side. Take bread directly to the font, walking behind the pews, then crossing in front of the chairs, coordinating visually with S1.
 - On signal from PM, take bread to the PM.
 - Go to the south (font) end of the table.
 - Receive flagon from S3/C, offering baskets from ushers and Deacon.
 - Deliver the Offering Prayer.
- After the Lord's Prayer:
 - Move to north end of table and serve wine to the servers.
 - Take bread to south end of the sanctuary and stand facing the organ.
- Meal:
 - Serve bread in clockwise direction, beginning in southwest corner.
 - Make eye contact with PM at each end.
 - Serve those who cannot come to the rail, take S1 or S3 with you to pour wine.
- After all have received communion:
 - Take Bread on paten to PM at the north end of the table.
 - S2's cup, S3's cup, S1's cup, the extra glasses and the flagons are removed from the table.
 - Receive communion from the PM, drinking wine from the chalice. Serve PM, offering the chalice.
- After the communion blessing, distribute LEM kits to the LEMs.
- During Post Communion Cantic:
 - Give offering baskets and other basket to Acolyte and S3/C – to your right.
 - Slip binder under corporal, fold corporal and give to S2 – to your left.

- After Post Communion Canticle, deliver the Post Communion Prayer.
- Introduction to Sending Hymn – take the lectionary to the end of the east chancel rail, lead the procession out around the east side when the cross and torches move.
- Stop at Prayground, place lectionary and binder on the shelf and stand at the end of the shelf. There is a little space there between the Prayground shelf and the table.
- After the Sending Hymn, deliver the dismissal.

After the Service:

- Tend the guest book and greet visitors in the narthex.
- Wait until you are in the sacristy to untie your cincture or unfasten your alb.
- Empty alb pockets, hang alb neatly or place it in a laundry basket.
- If you have a microphone, remove the batteries and place them in the charger.

Server 1 (S1)

In the vesting sacristy:

- If you have a binder, be sure it contains the correct worship bulletin.

In Worship:

- Gathering Hymn – follow the choir around west side.
- After the Psalm, enter the pulpit and read the second reading; remain until the congregation responds, “Thanks be to God.”
- During the offering:
 - Remove veils from elements on the credence, beginning with chalice.
 - Receive thick corporal from AM (AM will take thin corporal), take it to the AM at the table after s/he has placed the thin one on the south end.
 - Take flagon directly to the font, crossing behind the pews, then in front of the Prayground, coordinating visually with AM.
 - At signal from the PM, take the flagon to the PM on north end of the table.
 - Move to the wall behind northwest pews.
- Meal:
 - After the Lord’s Prayer, take a glass to chancel rail and receive communion.
 - After communing, take your glass to the tray, retrieve your cup and **the basket of extra glasses** and wait by the column.
 - After the Invitation to the Lord’s Table, take your cup and the basket to the south end of the table. Pour non-alcoholic wine into your cup and stand with your back to table holding the cup and a purificator.
 - Serve non-alcoholic wine to the southwest quadrant.
 - Be prepared to serve those who cannot come to the rail.
 - After the congregation has been served, when AM approaches the table, finish the non-wine in your cup if possible. If S3/C is a minor, switch cups.
 - Clean your cup and take it and **the basket of extra glasses** to the credence.
- During Post Communion Cantic:
 - Receive patens (bread) and chalice from PM, take them to credence.
 - Cover elements with veils.
 - Remain at west credence until the introduction to the Sending Hymn.
- Sending Hymn – stand beside the west column and wait for the choir to pass.
- After the choir passes, follow the choir to the windows.

After the Service:

- Wait until you are in the vesting sacristy to untie cincture or unfasten alb.
- Empty alb pockets, hang alb neatly or place it in a laundry basket.

Server 2 (S2)

In the vesting sacristy:

- Take the sacristy key from the bulletin board (return it to the sacristy after service).

In Worship:

- Gathering Hymn – follow S1 around the west chancel.
- After the peace, if there is no acolyte, move the torch from pulpit to table.
- During the offering:
 - If S1 does not remove the veils from elements on credence, remove them.
 - If there is no Acolyte, take chalice and purificators to table after AM and S1 take corporals.
 - After S1 delivers wine to PM, take the non-alcoholic wine flagon to the south end of the table.
 - Move to the wall behind the northwest pews and remain there throughout the Great Thanksgiving.
- Meal:
 - Immediately after the Lord's Prayer, take a glass to the chancel rail and receive communion.
 - Take your glass to the tray and retrieve your cup; wait by the column.
 - After the Invitation to the Lord's Table, take your cup to the northwest end of the table.
 - Pour wine into your cup and stand with your back to table, holding your cup and a purificator.
 - Serve wine to the northwest quadrant.
 - After the congregation has been served, finish the wine in your cup, clean it and take it and the flagon to the credence.
 - During Post Communion Cantic, receive corporals from AM and PM.
 - Remain at the credence until the introduction to the Sending Hymn.
- Sending Hymn – stand beside the west column, then follow S1 to the windows.

After the Service:

- Wait until you are in the vesting sacristy to untie cincture or unfasten alb.
- Empty alb pockets, hang alb neatly or place it in a laundry basket.

Server 3/Crucifer (S3/C)

In the vesting sacristy:

- Check with pastor or deacon if any special occasions are happening that would change leading of procession (Great Litany for Advent 1, Lent 1, Baptisms/Funerals, Blessings, etc).

In Worship:

- After the Prelude, if there is an opening rite, move to the north side of the baptismal font facing the presiding minister. Afterwards return to south side of the font to lead the procession.
- When the people begin to sing the Gathering Hymn, lead procession around the east side of the chancel, stop right behind the pulpit, and face the font.
- After the procession has passed, place cross in holder to right of pulpit (or, if carrying the crucifix, in holder on the pew front to your left).
- After the AM introduces the Intercessory Prayers, hold binder for AM unless s/he kneels for the prayers. Keep or receive AM's binder and take it to the east credence.
- After the peace, if there are no acolytes, move torch from pulpit to table.
- During the offering:
 - After the AM places the corporals and chalice on the table, take AM's binder to the table and open it to the Offering Prayer.
 - Take the LEM kits (if any) to the font.
 - Follow AM to table and place LEM kits on the corporal on the south side of the torch.
 - Take the second flagon and purificators to AM at south end of the table.
 - Move to the wall behind the northeast pews.
- Meal:
 - Immediately after the Lord's Prayer, take a glass to the chancel rail and receive communion.
 - After communing, take your glass (and the organist's glass) to the tray; retrieve your cup and wait by the column.
 - After the Invitation to the Lord's Table, pour wine into your cup and stand with your back to table, holding your cup and a purificator.
 - Serve wine to the southeast quadrant.
 - Be prepared to serve those who cannot come to the rail.

- After all have been served, and AM approaches the table, empty and clean your cup and take it, the purificators, and the flagon to the credence (make two trips if you like).
- During Post Communion Canticle:
 - Receive offering baskets and other basket from AM, take them to the credence and cover the offering baskets with the veil.
 - Remain at east credence until the introduction to the Sending Hymn.
- Sending Hymn – retrieve cross and stand right behind the pulpit.
- At signal from PM or as soon as all are assembled, lead the procession around the west (courtyard) side of chancel to the windows.
- Stand in front of the windows until the end of the service.
- Place the cross in the stand at the windows or in the narthex.

After the Service:

- Wait until you are in the vesting sacristy to untie your cincture or unfasten your alb.
- Empty alb pockets, hang alb neatly or place it in a laundry basket.

Presiding Minister (PM)

In the vesting sacristy:

- Microphone 1 – fresh batteries, turn on, check sound with digital verger.
- Be sure binder contains the correct worship bulletin (8:30 vs. 11:00).

In Worship:

- The AM will hold your binder for the Prayer of the Day and the baptism anniversaries, if you wish.
- After the Exchange of Peace, go to the sacristy, wash hands with soap and water, put on chasuble and go to the east credence.
- During the Offering/Motet:
 - Walk to the north (organ) end of the communion table.
 - Signal the AM and S1 when it is time to bring the elements to the table.
 - Receive bread from the AM, then wine from S1.
 - Pour wine into the chalice.

- Meal:
 - After the Lord's Prayer, serve bread to the organist and servers.
 - Deliver the Invitation to the Lord's Table.
 - Take the bread to the north end of the sanctuary and stand facing the font.
 - Serve bread in clockwise rotation, beginning in northeast corner.
 - Make eye contact with AM at each end.
 - After all communicants have been served, approach the table.
 - AM will come to the northeast end of the table. Serve bread and wine (from the Chalice) to the AM.
 - Receive bread and wine from the AM, drinking from the chalice.
 - During the Post-communion Canticle, give bread and chalice to S1; slip binder under corporal, fold bolster into the corporal and give to Acolyte/S2.
- Sending Hymn:
 - During the introduction, move to the column.
 - Follow the choir to the south end of the nave.
 - Move to the courtyard door to greet worshippers, or narthex door if preaching and presiding.

Preacher (P)

In the vesting sacristy:

- Microphone 2 – fresh batteries, turn on, check sound with digital verger.
- Be sure binder contains the correct worship bulletin (8:30 vs. 11:00).

In Worship:

- Gathering Hymn – follow S1 around the west chancel to the chair nearest the organ on the west side.
- After the Deacon reads the Gospel, enter the pulpit and deliver the sermon.
- After the Exchange of Peace, remain at the chairs unless serving wine. In that case, follow instructions for the Deacon, beginning at “Meal.”
- Meal – go to the chancel rail for communion either with the servers immediately after the Lord's Prayer, or anytime with the congregation.
- Sending Hymn:
 - During the introduction, move to the column.
 - Follow the Servers on west side to the windows.
 - Move to the narthex door to greet worshippers.

Deacon (D)

In the vesting sacristy:

- Microphone 3 – fresh batteries, turn on, check sound with digital verger.
- Be sure binder contains the correct worship bulletin (8:30 vs. 11:00).

In Worship:

- Opening Rite – hold PM’s binder.
- Gathering Hymn – follow the choir around the east chancel to the chairs.
- After the second reading and the Gospel Acclamation, enter the pulpit and read the Gospel.
- After the Exchange of Peace:
 - Go into the narthex and check on food pantry and mission offering donations baskets. If full, bring them to the table with the offering.
 - Move to the east credence, sanitize hands, and move to the wall behind the northeast pews.
- Meal:
 - After the Lord’s Prayer, take a glass to the chancel rail and receive communion.
 - Take your glass to the tray and wait by the column.
 - After the Invitation to the Lord’s Table, stand with your back to the table facing the organ, holding the chalice and a purificator.
 - Serve wine in the northeast quadrant.
 - After all have been served, leave the sanctuary and move to the east credence.
- Sending Hymn:
 - During the introduction, move to the column.
 - Follow the choir on the east side to the windows.

Acolyte – East

In the vesting sacristy:

- Check with pastor and/or deacon about the worship service - is there anything different you need to know?

In Worship:

- After the Prelude, if there is an opening rite, move with the crucifer to the north side of the baptismal font facing the presiding minister. Afterwards return to south side of the font.
- Gathering Hymn:
 - When introduction begins (or when S3/C lifts the cross), lift the torch.
 - Follow S3/C around the east side of the chancel, staying side by side with the other Acolyte when possible, leaving some space behind the crucifer.
 - Stand behind and to the left of S3/C until the procession has passed (see illustration below).
 - When S3/C places cross, place the torch in the holder and move to the chairs.
- After the Exchange of Peace, move the torch from the pulpit to the table, go to east credence, sanitize your hands.
- After the table has been set, move to the wall behind the northeast pews.
- Meal:
 - Immediately after the Lord's Prayer, take a glass to the chancel rail and receive communion.
 - Take a tray from the credence and stand in front of the column.
 - Hold the tray to collect glasses from the communicants.
 - After all communicants have been served, take the tray to credence.
- Introduction to the Sending Hymn – retrieve the torch and stand behind and to the left of S3/C.
- When S3/C begins to exit, follow S3/C around west side to the windows.
- Stand behind and to right of S3/C until the end of the service.

After the Service:

- Wait until you are in the vesting sacristy to untie your cincture or unfasten your alb.
- Empty alb pockets, hang alb neatly or place it in a laundry basket.

Acolyte – West

In the vesting sacristy:

- Check with pastor and/or deacon about the worship service - is there anything different you need to know?

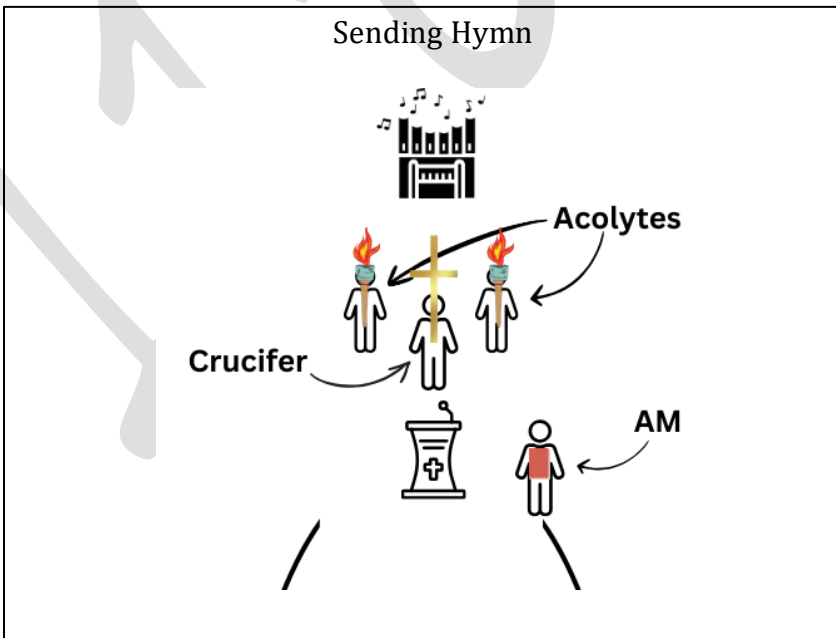
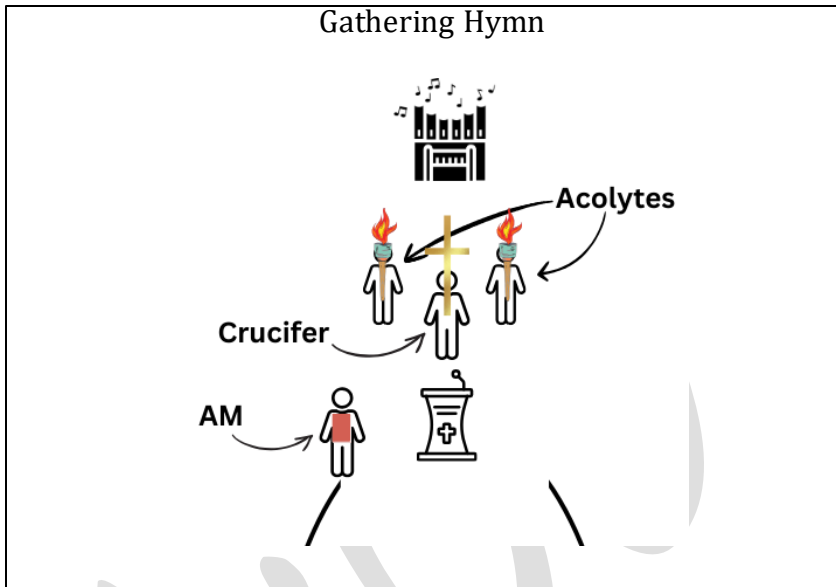
In Worship:

- After the Prelude, if there is an opening rite, move with the crucifer to the north side of the baptismal font facing the PM. Afterwards return to south side of the font.
- Gathering Hymn:
 - When introduction begins (or when S3/C lifts the cross), lift the torch.
 - Follow S3/C around east side of chancel, staying side by side with the other Acolyte when possible, leaving some space behind the crucifer.
 - Stand behind and to the right of S3/C until the procession has passed (see illustration below).
 - After S3/C places cross, place torch in holder and move to the chairs.
- After the Exchange of Peace, move the torch from the pulpit to the table, go to west credence, sanitize your hands.
- During the offering:
 - Receive chalice and purificators from AM, take them to column.
 - After AM has placed corporals on the table, take chalice and purificators to AM.
- Meal:
 - Immediately after the Lord's Prayer, take a glass to the chancel rail and receive communion.
 - Take a tray from the credence and stand in front of the column.
 - Hold the tray to collect glasses from the communicants.
 - After all communicants have been served, take the tray to credence.
- Introduction to the Sending Hymn – retrieve the torch and stand behind and to the right of S3/C.
- When S3/C begins to exit, follow S3/C around east side to the windows.
- Stand behind and to left of S3/C until the end of the service.

After the Service:

- Wait until you are in the vesting sacristy to untie cincture or unfasten alb.
- Empty alb pockets, hang alb neatly or place it in a laundry basket.

Crucifer, Acolyte, AM Positions – 11:00



East Credence Layout:

Top Left – small silver cup (S3/C); single paten with extra bread (S3/C, if needed)

Middle Left, on the left side – LEM kits (S3/C)

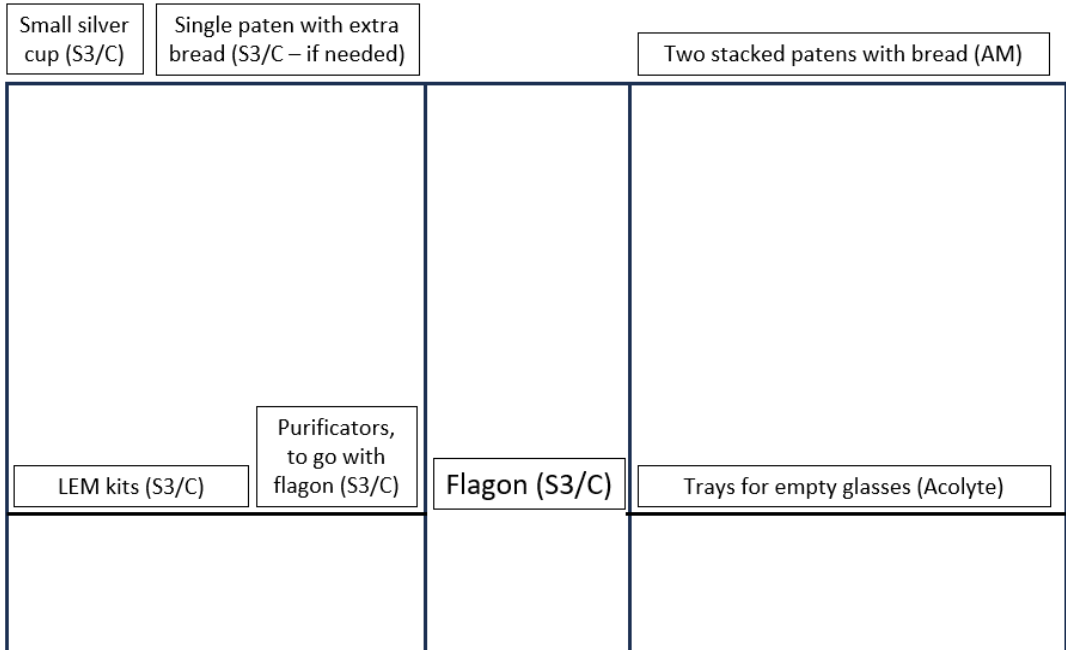
Middle Left, nearer the Center – purificators, to go with flagon (S3/C)

Top Right – two stacked patens with bread (AM)

Middle Right -- trays for empty glasses (Acolyte)

Center – flagon (S3/C)

East Credence



West Credence Layout:

Top Left – small silver cup and basket of extra glasses (S1); flagon for the non-alcoholic wine (S2)

Middle Left – trays for empty glasses (Acolyte)

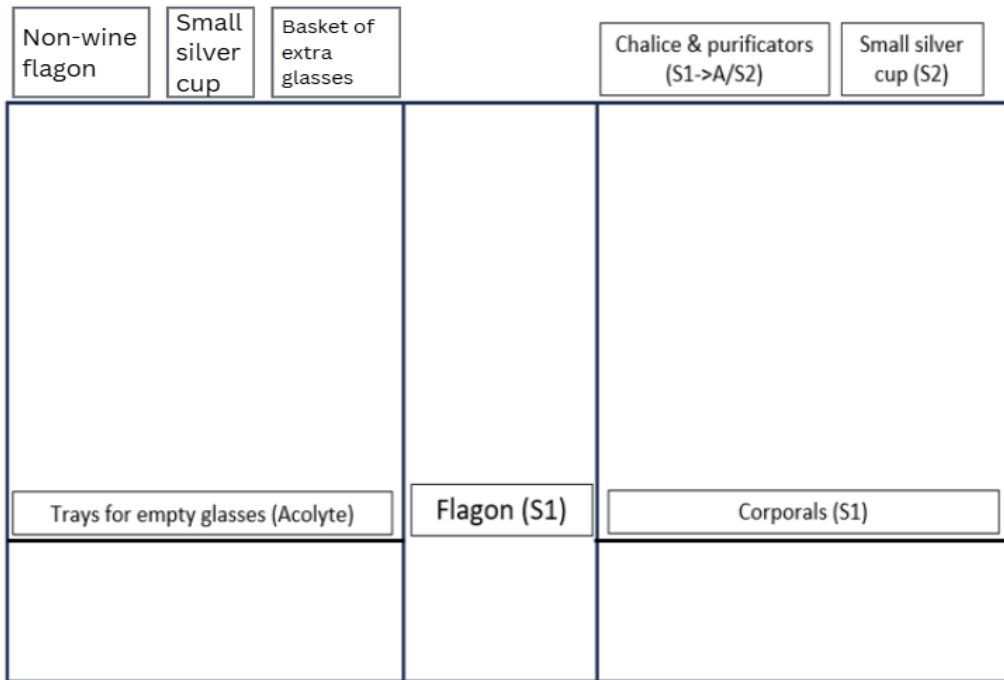
Top Right, nearer the Center – chalice and purificators (AM gives to Acolyte or S2)

Top Right, on the right side -- small silver cup (S2)

Middle Right – corporals (S1)

Center – flagon (S1)

West Credence



Comments

1. See the monthly schedule. If you cannot serve when scheduled, get a substitute and report it to the office (713-400-0519) day or night, or e-mail cheryl-gaspard@ctkelc.org.
2. When you are scheduled for a special service, come twenty minutes beforehand for instructions.
3. If a torch goes out, relight it with matches in the pulpit or usher cabinet.
4. When standing, rest the torches vertically on the floor.
5. Do not play with cinctures, knots, or candles.
6. Wear dress shoes, if possible.
7. When not carrying something, your hands should be folded in front of you, above the cincture.
8. When carrying the cross, the lectionary or a torch, do not make the sign of the cross; do not touch the water as you pass the font. Keep your hands on what you are carrying.
9. Participate fully in the worship service: follow the liturgy and hymns (say/sing all the congregational parts), sit only when the congregation sits and you are not performing an assignment, and listen attentively to the lessons, sermon, and musical presentations.
10. Don't worry about making mistakes (we all do during worship), be in the moment and watch the pastors, deacons and other servers for signals if lost or need help.

Whom To Contact:

Scheduling

- Cheryl Gaspard

cherylgaspard@ctkelc.org

If running late

- Pr. Mandy Derr
- Deacon Ben Remmert

amandusderr@ctkelc.org

benremmert@ctkelc.org

If you have any questions

- Deacon Ben Remmert
- Trish Chapman

benremmert@ctkelc.org

phchapman1@gmail.com

Notes:

Almighty God, you sent your son Jesus Christ as the light of the world. Grant that all who dwell in light may share it with those who sit in darkness. Grant also that your children, consecrated to your service as acolytes, crucifers, assisting ministers and servers, may light the way for others to worship you and work for you in care for the world, through Jesus Christ our Lord. Amen.

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No. 100

CHRIST
THE
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