



The spring semester is winding down for students, but there is a lot happening. Please consider these following opportunities to support ULC:

**Workday April 11**, Saturday from 8-12: If you don't have a 4 hour block in your schedule, please consider coming from 8-10 or 10-12. Projects include: spring cleanup of grounds (raking, pruning), replacing a mailbox, some scraping & painting of roof trim, tending to the sanctuary (pencils, hymnals), and more.

**April 19 Open house 4pm with 5pm Divine service** and meal following. April 18 is CU Admitted Student Day. Please stay over to see what the mission at ULC is all about.

**ULC 500<sup>th</sup> Anniversary of the Reformation Conference Series**. ULC is looking to schedule another conference in September, 2026. We need your help if this is to happen. If you can serve on a committee to do some legwork for this, please contact Rev. Jarvis by April 30.

**Fall 2026 semester meals**. Yes, fall semester will be here before we know it. Students return August 20 and it is a struggle to find help serving meals during August and September. The fellowship and support during these meals is vital. Please look at your calendar this spring and sign up for providing/serving a meal. Please email preferred dates to [ulcofficecu@gmail.com](mailto:ulcofficecu@gmail.com).



### Administrator/Chapel Care Assistant Job Description

ULC is looking for a person to work 20 hours per week during the school year (Fall/Spring Semesters) for administrative and chapel care work. The hours would follow the school calendar and include 10 hours per week during breaks (winter, spring, and summer breaks). Scheduled hours are flexible.

Job duties would include:

Scheduling student meals for Sundays during the semester (helping to serve if there is a need)

Preparing weekly bulletins with inserts as needed

Maintaining member, alumni & mailing directories (data entry)

Communication with Mission Society Congregations

Light housekeeping/maintaining/care of the chapel

Check the landline for voicemails, collect & sort mail

Communication with & assisting ULC Council

Coordinate semester parking, communicate with parking company as needed

Coordinate schedules with Rev. Jarvis, assist with telephone calls/emails as needed

Assist with any mailings (Advent cards -maybe a future capital fund campaign)

Assist with organizing any conferences and/or student retreats

Assist with other chapel projects as they may arise

Work with social media apps (training/mentoring available)

Please send a letter/email of interest to Daniel Weinstock, elder at [ulceldercu@gmail.com](mailto:ulceldercu@gmail.com). ULC will reach out to interested candidates beginning April 30, 2026.

