

Legacy Document Of All Saints Lutheran Church, ELCA



**Please NOTE: This is a living document and will be updated frequently
as we move, change and reform by the prompting of God's presence among us.**

What is the document is about?

- To create an online forum that will house information about the Ministries and Missions we are involved with/in at All Saints. This will allow those who want to look at their gifts and how it they would fit into Ministries/Missions of All Saints.
- Descriptions, processes, procedures would be provided so that all understand what the commitment and undertaking would be surrounding these Ministries/Missions.
- The current Leader of the Ministry/Mission would be sited so that anyone would have direct access to those members.
- The Descriptions, processes and procedures input into this collection would be understood as the "Legacy of All Saints Lutheran Church"; not set in stone, but a living and breathing expression of how All Saints has expressed itself in the past and present; as an example and catalyst for the future.

Thank you! All Saints Mission Team 2017

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I. Mission Team

Current Mission Team Leadership as of Last Update:

MISSION TEAM

Pastor and Worship Team Liaison: Joshua W. Gyson

Church Administration: Julie Noya

President: Nicole Aiello

V President: Anthony Williams

Secretary: Emma Brown

Treasurer: Cindy Kamp

Voting Members:

Larry Bryant

David Walkowiak

Heidi Lacko

Robert Sabatini

Paul Oldenburg

Youth Member: Emma Brown

Mission Team Meetings: 2nd Wednesday of the month

All Saints Lutheran Church

SYNOD TITLE: Congregation Council

POSITION SUMMARY

The constitutional chapters relating to the work of a congregation's officers, the meetings of Mission Team, and the annual meeting of the congregation are contained in Chapters 10 through 13 of your congregation's constitution. Check your Congregation's Constitution, Bylaws, and Continuing Resolutions for specific differences.

Qualification and Gifts

- Have a love of God and demonstrate a commitment to following the way of Christ
- Have an enthusiasm and vitality for this calling to serve
- Be solution-oriented in your approach to the ministry and work of this congregation
- Be a generous and faithful contributor within the congregation

Time Commitment

- Mission Team meetings –preparation, assignments, and committee meetings
- Mission Team retreat
- Annual Meeting of the Congregation

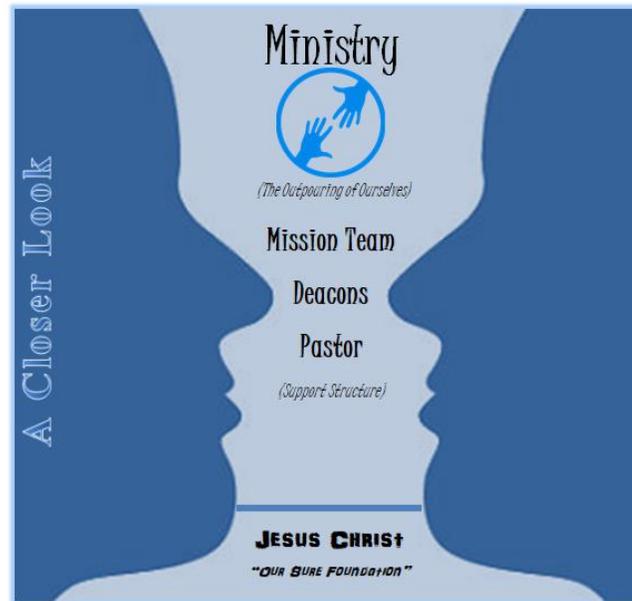
Principal Accountabilities

- The members of the Mission Team are trustees who act on behalf of the church membership. The Mission Team has the principal responsibility for ensuring fulfillment of the church's mission and the legal accountability for its operations. This means that as a group, the members are in charge of establishing a clear organizational mission, forming the strategic plan to accomplish the mission, overseeing and evaluating the plan's success, working with the pastor and providing adequate support to that individual, ensuring financial solvency of the organization, interpreting and representing the community to the organization, and instituting a fair system of policies and procedures for human resource management.
- Mission Team members have a duty of loyalty to the organization, its pastor, staff and other Mission Team members. While differences of opinion are sure to arise, Mission Team members should seek to keep disagreements impersonal. Practicing discretion and accepting decisions made on a majority basis will promote Mission Team unity and confidence. It is not recommended that employed staff of the congregation serve on Mission Team.
- Mission Team members accomplish their functions through regular meetings and by establishing a committee structure that is appropriate to the size of the organization and the Mission Team. Ideally, Mission Team members arrive at meetings prepared and ready to engage in thoughtful dialogue: when operating as a group process, this generates and uses the best thinking of its members.
- Mission Teams should be open to self-evaluation and regularly review their own composition to ensure constituent representation, as well as Mission Team expertise and commitment. Mission Teams are also responsible for evaluating and determining compensation within the organization.
- Mission Teams should emphasize and practice partnership with the synod and churchwide ministries of the Evangelical Lutheran Church in America and be in cooperation with other congregations, both Lutheran and non-Lutheran, subject to established policies of the synod and the ELCA.
- Each congregation should establish a goal to tithe 10%-15% of its unrestricted income from members to the mission of the wider church.
- The Mission Team is responsible for management of the business and affairs of the corporation.
- In carrying out their responsibilities, the law imposes on pastors and members of the Mission Team specific fiduciary duties of care, loyalty, and obedience to the law.
- Florida Sunshine Law relating to public and private meetings:
 - ♦ Florida's Government-in-the-Sunshine-Law, commonly referred to as the Sunshine Law, provides a right of access to governmental proceedings at both the state and local levels.
 - ♦ *While this law typically does not apply to church boards and councils, there are situations and circumstances in which a church in its relationship with schools, civic organizations, or government-funded entities may come under Florida Sunshine Law requirements. It is recommended that you check recent rulings on this law to determine if your meetings fall under the published requirements of this law. Page 2 of this guide contains web links to further information on the Florida Sunshine Law. A short summary of the Sunshine Law is presented in the following paragraphs.*

- ♦ The law is applicable to all Governing Boards and groups delegated the responsibility to make recommendations on matters which will be acted upon. The law is applied to any gathering of two or more members subject to the Sunshine requirements to discuss some matter which will likely come before the governing board for action. There are three basic requirements of s.286.011, F.S.:
 - ♦ Meetings of public boards or commissions must be open to the public. (2) Reasonable notice of such meetings must be given; and (3) Minutes of the meetings must be documented.
 - ♦ Sunshine Law applies to deliberations and discussions between two or more members of a board or Mission Team when those two members are discussing some matter which will likely come before a board. The use of a telephone or a computer to conduct such discussions does not remove the conversation from the requirements of the Sunshine Law. Similarly, members may not utilize or "go-between" individuals or communication to learn of the views of another member outside the Sunshine Law.
 - ♦ No resolution, rule, or formal action shall be considered binding except as taken or made at a duly noticed meeting.
- Establish an Audit Committee of 3 non-Mission Team voting members that report to the Mission Team.
 - Terms of service are two years. (C12.02)

A. Mission Team Organization

The Three Expressions of the Evangelical Lutheran Church in America



1. Organization of Leadership

President – Leader within Congregation and Mission Team; responsible to the Mission Team and accountable to the congregation.

Vice President – Leader within the Mission Team; responsible to the Mission Team and accountable to the congregation.

Secretary – Leader within the Mission Team; responsible to the Mission Team, accountable to the congregation and keeper of the Legacy Documentation

Treasurer – Leader within the Mission Team; responsible to the Mission Team and accountable to the congregation.

Voting Member – Leader within the Mission Team; responsible to the Mission Team and accountable to the congregation.

Pastor – Leader within Congregation; responsible to the congregation, accountable to the Florida-Bahamas Synodical Bishop and is designated Mission Team Liaison for the Worship Ministry.

Mission Team Oversight – Members of the Mission Team that have added responsibility to oversee an assigned Ministry as defined in "Organization of Ministries". "Oversight" is defined as a function of this team member to prompt and discuss with the Ministry Leader(s) any issues, constraints or needs of that ministry, bringing that information back to the Mission Team for action. The Mission Team member does not have any authority or responsibility over the Ministry, but is a liaison between the Ministry and the Mission Team. If the Team Member sees an issue within the leadership of the Ministry, this should also be brought to the Mission Team for discussion and/or action.

2. Organization of Ministries

Worship Ministry

Ministry surrounding the orderly administration of Word and Sacrament.

Mission Team Oversight: Pastor

Faith Formation Ministry

Ministry surrounding the orderly administration of Faith Based Education opportunities.

Mission Team Oversight: Designee

Welcome Ministry

Ministry surrounding the orderly administration of Social Ministry.

Mission Team Oversight: Designee

Technology Ministry

Ministry surrounding the orderly administration of all aspects of Technology within the congregational buildings.

Mission Team Oversight: Designee

Fellowship Committee

Ministry surrounding the fellowship events of the congregation.

Mission Team Oversight: Designee

Property Committee

Ministry surrounding the property/grounds of the church.

Mission Team Oversight: Designee

3. Executive Committee

As per the Congregation's Constitution, "C13.01," The officers of this congregation and the pastor shall constitute the Executive Committee." The scheduled meetings will also consist of the presence of the Church Administrator.

The Executive Committee shall prepare agendas for meetings of the Mission Team, attend to routine matters authorized by the Mission Team, attend to and make recommendations concerning issues which may arise that are outside the purview of other standing committees. When needed, the Executive Committee will meet one week prior to all scheduled Mission Team meetings.

B. Mission Team President (Officer)

SYNOD TITLE: Congregation Council President

POSITION SUMMARY

The President, in conjunction with the rest of the Mission Team, has general oversight of the life and activities of the congregation, and in particular its worship life, to the end that everything be done in accordance with the Word of God and the faith and practice of the Evangelical Lutheran Church in America. The President is elected by the Mission Team at the first meeting of the new Term.

Qualification and Gifts

- Have a love of God and demonstrate a commitment to following the way of Christ
- Have an enthusiasm and vitality for this calling to serve
- Be solution-oriented in your approach to the ministry and work of this congregation
- Be a generous and faithful contributor within the congregation

Time Commitment

- Mission Team meetings –preparation, assignments, and committee meetings
- Mission Team retreat
- Annual Meeting of the Congregation

PRINCIPAL ACCOUNTABILITIES

- Presides at all meetings of the Mission Team and the congregation and ensures that the Mission Team performs its constitutionally mandated duties:
- To lead this congregation in stating its mission, to do long-range planning, to set goals and priorities, and to evaluate its activities in light of its mission and goals.
- To seek to involve all members of this congregation in worship, learning, witness, service, and support.
- To oversee and provide for the administration of this congregation to enable it to fulfill its functions and perform its mission.
- To maintain supportive relationships with the pastor(s) and staff and help them annually to evaluate the fulfillment of their calling, appointment, or employment.

- To be examples individually and corporately of the style of life and ministry expected of all baptized persons.
- To promote a congregational climate of peace and goodwill and, as differences and conflicts arise, to endeavor to foster mutual understanding.
- To arrange for pastoral service during the sickness or absence of the pastor.
- To emphasize partnership with the synod and churchwide ministries of the Evangelical Lutheran Church in America as well as cooperation with other congregations, both Lutheran and non-Lutheran, subject to established policies of the synod and the ELCA.
- To recommend and encourage the use of program resources produced or approved by the Evangelical Lutheran Church in America.
- To seek out and encourage qualified persons to prepare for the ministry of the Gospel.
- As President of the Mission Team assures that the Mission Team is aware of its responsibility for the financial and property matters of this congregation.
 1. Assures that the provisions of the congregation's constitution and its bylaws are carried out.
 2. Assists the Mission Team in the annual review of the membership roll.
 3. Assists the Mission Team in selecting and supervising salaried lay workers.
 4. Presents a comprehensive report to the congregation at the annual meeting.
 5. Works in collaboration with the pastor, and Executive Committee of Mission Team to set an agenda in advance of Mission Team meetings.
 6. Oversees a process whereby the pastor and two voting members of the congregation are appointed to attend the annual Synod Assembly.
 7. Assures that constitutional changes adopted by the biennial Churchwide Assembly are entered into the congregation's constitution.
 8. Assures that the Mission Team reviews, implements and updates a Congregational Sexual Misconduct Policy.
 9. Shall be vigilant to circumstances involving conflict of interest.

C. Mission Team Vice President (Officer)

SYNOD TITLE: Congregation Council Vice President

POSITION SUMMARY

The Vice President, in conjunction with the President and the rest of the Mission Team, has general oversight of the life and activities of the congregation, and in particular its worship life, to the end that everything be done in accordance with the Word of God and the faith and practice of the Evangelical Lutheran Church in America. Most specifically carries out the duties of President, when the President is unable or unwilling to do so for a designated period of time. The Vice President is elected by the Mission Team at the first meeting of the new Term.

Qualification and Gifts

- Have a love of God and demonstrate a commitment to following the way of Christ
- Have an enthusiasm and vitality for this calling to serve
- Be solution-oriented in your approach to the ministry and work of this congregation
- Be a generous and faithful contributor within the congregation

Time Commitment

- Mission Team meetings –preparation, assignments, and committee meetings
- Mission Team retreat
- Annual Meeting of the Congregation

PRINCIPAL ACCOUNTABILITIES

- Serves as President in the event the President is unable to perform his/her duties, shall preside over the Mission Team or Congregational Meeting in the absence of the President, and shall perform any additional duties as prescribed by the President.
- Chairs committees on special subjects as designated by the Mission Team.
- Follows up with the pastor, Mission Team secretary, and treasurer to assure the annual statistical information is filed with the ELCA by February 15 each year.
- Emphasizes partnership with the synod and churchwide ministries of the Evangelical Lutheran Church in America and be in cooperation with other congregations, both Lutheran and non-Lutheran, subject to established policies of the synod and the ELCA.

D. Mission Team Secretary (Officer)

SYNOD TITLE: Congregation Council Secretary

POSITION SUMMARY

The Secretary, in conjunction with the rest of the Mission Team, has general oversight of the life and activities of the congregation, and in particular its worship life, to the end that everything be done in accordance with the Word of God and the faith and practice of the Evangelical Lutheran Church in America. Most specifically in the recording and documenting the activities of the Mission Team, along with activities of Congregational Meetings. The Secretary is elected by the Mission Team at the first meeting of the new Term.

Qualification and Gifts

- Have a love of God and demonstrate a commitment to following the way of Christ
- Have an enthusiasm and vitality for this calling to serve
- Be solution-oriented in your approach to the ministry and work of this congregation
- Be a generous and faithful contributor to the congregation

Time Commitment

- Mission Team meetings –preparation, assignments, and committee meetings
- Mission Team retreat
- Annual Meeting of the Congregation

- Ensure preparation and filing of the Annual Congregational Report to the Evangelical Lutheran Church in America.

PRINCIPAL ACCOUNTABILITIES

- Keeps accurate minutes of all meetings of the congregation and of the Mission Team in a volume provided by the congregation, which shall be made available to the voting members and be preserved permanently in its archives.
- Serves as the custodian of the Church Seal and shall issue the notice of the call.
- Perform such additional duties as prescribed by the President.
- Be responsible for keeping records of Mission Team actions, including overseeing sending out meeting announcements, distributing copies of minutes and the agenda to each Mission Team member, and assuring that corporate records are maintained.
- Ensures that the congregation provides a copy of its governing documents to the synod, as specified by ELCA bylaw 9.53.03.
- Working with the pastor of the congregation, files or oversees the filing of the statistical report of the congregation with the Evangelical Lutheran Church in America. This report is due on February
- Emphasize partnership with the synod and churchwide ministries of the Evangelical Lutheran Church in America and be in cooperation with other congregations.
- **The Secretary maintains, updates and publishes the “Legacy Document of All Saints Lutheran Church, ELCA”.**

E. **Mission Team Treasurer (Officer)**

SYNOD TITLE: Congregation Council Treasurer

POSITION SUMMARY

The Treasurer, in conjunction with the rest of the Mission Team, has general oversight of the life and activities of the congregation, and in particular its worship life, to the end that everything be done in accordance with the Word of God and the faith and practice of the Evangelical Lutheran Church in America. Most specifically with the responsibility for financial health of the Congregation; maintaining, reporting and documenting cash flow. The Treasurer is elected by the Mission Team at the first meeting of the new Term, but does not have to be a voting member of the Mission Team.

Qualification and Gifts

- Have a love of God and demonstrate a commitment to following the way of Christ
- Have experience in the use of standard accounting procedures
- Have an ability to establish and maintain appropriate safeguards and oversee persons assisting in financial transactions
- Possess knowledge and understanding of insurance requirements, audit procedures, energy audits, bonding, and legal liabilities
- Have an enthusiasm and vitality for this calling to serve

- Be solution-oriented in your approach to the ministry and work of this congregation
- Be a generous and faithful contributor within the congregation

Time Commitment

- Mission Team meetings –preparation, assignments, and committee meetings
- Finance Committee meetings
- Mission Team retreat
- Weekly oversight of collection tabulations and deposits
- Periodic and timely payment of bills
- Annual Meeting of the Congregation

PRINCIPAL ACCOUNTABILITIES

- Oversee the collection, counting and deposit of all contributions to the congregation, (if this is not the responsibility of the financial secretary) ensuring that at least two persons are present at all times during collection and counting.
- Oversee the treasurers of all accounts maintained by any organization that is part of the congregation, ensuring that they follow established accounting procedures and use appropriate safeguards.
- Ensure that all bills are paid in a timely fashion; this task can also be accomplished by the church secretary, or financial secretary, if this position is utilized by the Mission Team, at the church office.
- Computer equipment and software programs are property of the congregation. Data may be offloaded from the church’s personal computer system for offsite analysis and back-up by the treasurer.
- Ensure that adequate insurance is maintained on all real and tangible property.
- Determine that the books and accounts of the congregation are in accordance with standard accounting procedures.
- Emphasize partnership with the synod and churchwide ministries of the Evangelical Lutheran Church in America and in cooperation with other congregations, both Lutheran and non-Lutheran, subject to established policies of the synod and the ELCA.
- Establish a practice of “First Fruits” giving with the goal of tithing 10% of the unrestricted income to the ministries of the wider church.
- Ensure that the congregation’s deeds and other instruments of ownership are established and maintained in the manner prescribed by civil law.
- Ensure that anyone serving as custodian of any congregational or organizational fund is bonded.
- Meet regularly with the pastor, Mission Team, and/or staff for planning and evaluation.
- Develop and be an active member of the Finance Committee.
- Assist in the development of budgets.
- Be available for other committees that might need help in planning budgets or need other assistance in financial matters.
- Submit a regular, monthly financial report to the Mission Team.

- Submit an annual financial report to the congregation (at the Annual Meeting) that fully discloses income and expense, and assets and liabilities (including all trust and endowment funds).

General Accountability

- The treasurer is accountable to the Mission Team and the congregation.
- The treasurer's ministry should be assessed as a part of the annual mutual ministry review of the entire leadership team of the congregation (pastor, officers, Mission Team members and, in many cases, heads of ministry groups and committees).

Specific Duties of the Treasurer

- Oversight of the following:
 - ♦ The Sunday Offering:
 - ♦ Loose Plate
 - ♦ Church School
 - ♦ Regular Adult Envelopes (current year)
 - ♦ Regular Adult Envelopes (prior year)
 - ♦ Regular Adult Envelopes (next year)
 - ♦ Special Adult Envelopes (Initial Offering, Ash Wednesday, Good Friday, Easter, Christmas, Flowers, etc.)
 - ♦ Memorial Gifts (Provide Congregation Secretary or the appropriate person with donor names and addresses for purposes of acknowledgement)
 - ♦ Capital Fund Envelopes
 - ♦ Payments for Use of the Building by outside groups
 - ♦ All Other Gifts
 - ♦ Deposit Offering in Bank (night depository)
 - ♦ *NOTE: Arrangements should be made to have a responsible person secure the offering from any service both before and after the appropriate money counters have performed their duties. This responsibility is typically overseen by the financial secretary in many congregations, following the procedures outlined in Handling Church Offerings in this guide.*
- Credit all identifiable gifts to Donor's Giving Record. Record by name all gifts made to the church.
- At designated times (for example, at the end of February, May, August, November and December) send "Giving Statements" to each donor. Consult with the pastor and the Stewardship Ministry Team as to messages/enclosures to be included.
- Prior to December 1, assign Next Year's Pledge Envelopes to all members (pledging and nonpledging).
- All members should have an envelope number assigned for purposes of identifying gifts.
- Throughout the year it is a good idea to identify new members and invite them to make a pledge and offer them pledge envelopes.
- Participate in Annual Stewardship Commitment Program by recording pledges as received;
- Be responsible for accuracy of computer records of all gifts by each donor.

- Make sure adequate funds are available in the church checking account for salaries, bills, and mission support to the synod for the ministry of the wider church.
- Review all bills or invoices and make timely payment by check.
- Assign appropriate account code(s), income and expense.
- Complete and mail a Mission Support Remittance Form monthly to the Florida-Bahamas, attaching a check with financial support totals for other synodical and churchwide ministries (e.g. Outdoor Ministry, Campus Ministry, or World Hunger).
- Be responsible, with Finance Committee assistance as needed, for preparation of Annual Budget for ensuing year. Congregation budgets require congregational approval at the Annual Meeting.
- Prepare monthly Treasurer’s Reports that provide the Mission Team with complete information about the financial health and condition of the congregation. Review these reports with the Congregation’s Finance Committee.
- Manage congregation liquidity.
- Maintain a record of all deposits/withdrawals regarding Endowment Fund Accounts.
- Prepare a detailed report for Annual Congregation Meeting showing not only income and expense compared to budget for the prior year but also showing all assets and liabilities (including all trust and endowment funds).
- Prepare the Financial Page of the Annual Congregational Report in a timely manner to ensure the congregation is able to submit its Congregational Report to the Evangelical Lutheran Church in America by February 15th, the due date.
- Work with the Congregation Finance Committee to ensure that financial and budget planning occurs in a timely manner.
- Cooperate with the Congregation Audit Committee in its work. Be open to the recommendations that the committee may have as to matters of internal controls and congregation financial record keeping.
- Assure that a record of all purchases of a capital nature is maintained in a permanent record book.
- Expenses to be included would be those normally considered as subject to depreciation in business accounting – furniture, fixtures, major improvements and additions, etc. Congregation records should include the date of purchase, the vendor, cost, and include any reference to a warranty (number of years).
- Full Financial Disclosure to Members of the Congregation
- As Treasurer, you are the steward of the financial resources of the congregation. Many members of the congregation may not be interested in financial matters. However, others may be thoroughly interested. In any case, full disclosure is the best policy. Giving the congregation more information than they want is better than giving them less. Giving them less may prompt some to wonder if you are hiding something from them.

Monthly: Keeping the Congregation Informed about “How We Are Doing”

Suggestion: Prepare an article or summary of Mission Team actions and include the Monthly Treasurer’s Report in the church’s monthly newsletter;

Annually: What kind of reports should be distributed at the Annual Meeting?

1. Annual Financial Report of Revenues and Expenses showing the prior year budget and actual and the budget for the New Year.
2. Prepare a Consolidated Statement of Financial Position (A Balance Sheet in the for-profit world) showing all the assets of the congregation;
3. List all the accounts of the congregation with year-end account balances at both the beginning of the year and end of the year;
4. Operating Account, Endowment Funds, and Special Accounts such as the Altar Guild Fund, Flower Fund, Youth Group Fund, Pastor's Discretionary Fund. All of these are funds of the congregation and should be audited as part of the annual congregation audit, with a report made on them at the annual meeting;
5. If the congregation has had a capital campaign, a report on those funds should be made each year until the funds have been fully used for the purposes of the capital campaign;
6. List all Endowment Funds showing the name and purpose of each fund including whether the fund is restricted (by the donor) or designated (by the Mission Team), stating who manages the funds (i.e., the Trustees), stating market value at the beginning of the year and end of the year and perhaps the original book (cost) value. Sometimes a brief history of a fund, if it known, will inspire others to bequests as part of their estate planning.
7. Detailed Pledge Report: A report showing the following information:
 - a. Number of pledges for the coming budget year;
 - b. The total dollar amount pledged for the coming budget year;
 - c. Both the median pledge and the average pledge amount;
 - d. Detail report showing how many pledges in different ranges;
 - e. Report the number of new pledges this year, the number of pledges that increased, the number that stayed the same, the number that decreased, the number that were not recommitted, the number of non-pledging households (sample report on page 18).

Internal Revenue Service Matters – Gifts, Unrelated Business Income Tax, Fundraising, 1099, W9 and

Cash Accounts

1. When a church hires a substitute organist, pastor or other temporary employee, he or she is required to complete a W-9 form. The church retains the form. If the individual earns more than \$600 in a given year, the church will issue a 1099.
2. Christmas monetary gifts for the pastor or other paid staff must be included on each individual's W2/1099 at year-end.
3. In-kind gifts to the church where an individual provides services for a church and expects a monetary amount be credited to the member's year-end giving statement is only permissible when the individual

presents an invoice to the church which the church then pays. The individual may then give a monetary gift back to the church.

4. Cash accounts cannot be used to offset expenses. For example, a church sponsors a Coffee Café on Sunday mornings where cash donations are received to offset this function. All monies received via the café must be deposited into the church operating account. Money to buy new supplies must come from the church treasurer, not cash taken from the café donations. The individual operating a function can maintain a petty cash account, but must provide receipts to the treasurer for purchases.
5. If the congregation does not have an expense reimbursement policy, one should be established. Under IRS regulations, the payment of expense allowances, whether an auto allowance or an expense allowance, is taxable income to the recipient and must be reported on a Form 1099–Misc. Income. This can be avoided by developing an Accountable Expense Reimbursement Policy. Under such a policy, the pastor reports expenses to the church and receives reimbursement. Reimbursements paid under such a plan are not taxable and need not be reported to the IRS. Proper documentation concerning the business purpose of the expenses should be provided and maintained by the congregation. Such a plan is discussed fully in the Church and Clergy Tax Guide published annually by Christian Ministry Resources. The tax guide gives the language the Mission Team should use to adopt such a plan that complies with IRS regulations.
6. IRS regulations for individual cash contributions of \$250 or more:
 - a. Donors will not be allowed a tax deduction unless they receive a written receipt from the church that satisfies the following requirements:
 - I. the receipt must be in writing;
 - II. the receipt must identify the donor by name (a social security number is not required);
 - III. the receipt may combine all contributions, even those that are for \$250 or more, in a single amount or it can list each contribution separately to aid donors in resolving discrepancies;
 - IV. the receipt must state whether or not the church provided any goods or services to the donor in exchange for the contribution, and if so, the receipt must include a good faith estimate of the value of those goods or services;
 - V. if the church provides no goods or services to a donor in exchange for a contribution, or if the only goods or services the church provides are “intangible religious benefits,” then the receipt must contain a statement to that effect;
 - VI. the written acknowledgement must be received by the donor on or before the earlier of the following two dates: the date the donor files a tax return claiming a deduction for the contribution, or the due date (including extensions) for filing the return.

Unrelated Business Income Tax

Churches can rent to non-profit or for-profit individuals or groups. One case where rental income might jeopardize the church’s tax exempt status is if the church has borrowed money to remodel all or part of its facility for the purpose of renting it. The revenue from rentals then becomes subject to income tax as

unrelated business income. The rental income from cell phone antennas on church property can also sometimes be large enough to require payment of taxes.

If a church operates a commercial enterprise not related to its basic religious purpose, it could cause the local taxing authority to question its eligibility for property tax exemption. Example: a church that rents a wing of a building for full-time use by a real estate firm would likely have to pay property taxes on that wing.

Third Party Fundraising

From time to time, congregations are approached by third parties with requests for the congregation to sponsor, endorse, or promote a product or service. **(1)** In return for the congregation's efforts, a commission, fee, or percentage of profit is to be paid to the congregation. Congregations should be extremely wary of any such plan. The following is a list of legal and practical concerns to be reviewed by congregation considering such a request.

1. The church's mission does not entail promoting commercial, secular third party ventures and sales.
2. When the congregation becomes entangled with secular commercial ventures, they can diminish the true ministry and work of the congregation.
3. Congregations typically have no way of evaluating or rating secular services or products, and, as such, it is not proper for them to endorse, sponsor, or otherwise promote products merely to raise some funds for the congregation.
4. Once the door is open for endorsing, sponsoring, or receiving remuneration for a secular commercial venture, it becomes increasingly difficult to say "no" to other requests for congregational participation.
5. The congregation's reputation and mission can be sullied by a poorly performing product, disputes between the vendor and the purchaser, collection actions, or even injuries involving the sponsored product.
6. When members "contribute" by purchasing products or becoming involved in secular fund-raising plans, their commitment to charitable giving may diminish.
7. When a congregation receives outside income from a secular source, it will need to take on additional record keeping, tax reporting requirements, and, potentially, tax payment requirements.
8. If endorsement, promotion, or sponsorship is given, it is essential that the congregation have a legally reviewed disclaimer to protect itself from responsibility or liability.
9. Typically, the funds raised for the congregation are not very significant; the secular enterprise is profiting with no extra effort.
10. If two congregation members sell or provide the same product, conflict in the congregation may result.

11. If the person selling the product wants to, he or she can certainly contribute a share of the sales directly to the congregation or a share of the sales that come from congregational member business.
12. Depending upon the nature of the enterprise, the congregation may face unrelated business income tax, insurance, zoning issues, or similar complications. (See publication resources on page 1)
(1) Different products and services may include toys, books, foodstuffs, health supplements, cleaning products, lawnmowers, home repair and improvements, real estate sales, etc.

F. Monetary Procedures

Key Points:

The committee agreed that dual signature banking is a must.

Weekly auditing of the records should be done. One option would be limited on-line access and/or limited phone access.

The Treasurer will not be a signer.

Council Officers will be signers along with Pastor but at no time should a council officer be in charge of the checkbook.

Establish an active audit committee.

All procedures established must occur on a consistent and regular basis to provide the church with the greatest amount of security.

The Treasurer will be responsible for:

1. Reviewing invoices and writing checks. The invoices will then be attached to the check for signatures from Council officers.
2. Maintaining an accurate bank register.
3. Balancing the accounts using a copy of the monthly statements. Treasurer will not receive the cancelled checks.
4. Formulating the annual spending plan to be presented to the council for approval by the October council meeting.
5. Presenting the monthly reports to the council and being available at the beginning of each council meeting to answer any questions.

The Office Manager will be responsible for:

1. Reviewing/verifying all incoming invoices before forwarding to treasurer.
2. Reviewing incoming bank statements/cancelled checks and provide copies of the statements to the treasurer.
3. Maintaining audit files that will include the monthly financial reports, bank statements and cancelled checks
4. Weekly review of account activity, either through view only online access or by phone, as services are available through our bank.

The Council Officers will be responsible for:

1. Reviewing each Sunday the checks (written by the treasurer) and the attached documentation prior to signing and insuring that each check has two signatures.
2. The council officer presiding over the monthly council meeting is responsible for contacting the head of the audit committee if financial reports are not presented by the Treasurer at the monthly meeting.
3. Council officers should at no time have access to blank checks.

G. Mission Team Voting Members

SYNOD TITLE: Congregation Council Member

POSITION SUMMARY

Each voting member, in conjunction with the rest of the Mission Team, has general oversight of the life and activities of the congregation, and in particular its worship life, to the end that everything be done in accordance with the Word of God and the faith and practice of the Evangelical Lutheran Church in America.

Qualification and Gifts

- Have a love of God and demonstrate a commitment to following the way of Christ
- Have an enthusiasm and vitality for this calling to serve
- Be solution-oriented in your approach to the ministry and work of this congregation
- Be a generous and faithful contributor within the congregation

Time Commitment

- Mission Team meetings –preparation, assignments, and committee meetings
- Mission Team retreat
- Annual Meeting of the Congregation

PRINCIPAL ACCOUNTABILITIES

- Participate in all Mission Team Meetings, providing ideas, feedback and leadership.
- Provide motions, “seconds” and over all approval/disapproval as appropriate.
- Provide willingness to provide oversight for one of the three ministries of the congregation (Worship, Technology or Faith Formation).

II. Worship Ministry

MINISTRY SUMMARY

The “Introduction” of Evangelical Lutheran Worship, summarizes this well; *The Lutheran confessions describe the church in terms of the worshiping assembly. “It is also taught that at all times there must be and remain on holy, Christian church. It is the assembly of all believers among whom the gospel is purely preached and the holy sacraments are administered according to the gospel” (Augsburg Confession, 7).” The common pattern for worship underscores this understanding of the church: The Holy Spirit gathers the people of God around Jesus Christ present*

in the word of God and the sacraments, so that the Spirit may in turn send them into the world to continue the ingathering mission of God's reign.

Evangelical Lutheran Church in America, & Evangelical Lutheran Church in Canada. (2006). *Evangelical Lutheran worship*. Minneapolis, MN: Augsburg Fortress.

MINISTRY LEADERSHIP

Under the leadership of the Pastor, called by the congregation

MINISTRY FUNCTIONS

To prepare, equip and administer in the practice of worship within this congregation.

ASSOCIATED SUB-MINISTRIES

Altar Guild

Music

Worship Enablers

Deacons

MINISTRY PROCEDURES

As detailed with in the associated sub-ministries.

TRAINING OFFERING As detailed with in the associated sub-ministries.

A. Altar Guild

MINISTRY SUMMARY

The main purpose of this ministry is for the preparation and care of the worship space.

MINISTRY LEADERSHIP

Altar Guild Lead, as assigned by the Pastor.

MINISTRY FUNCTIONS

- To care for the worship space; within the Sanctuary or other occasions for outdoor services.
- To care for the altar, its furnishings and linens, and to prepare it for each service.
- To care for the banners for the appropriate season of the church year.
- To care for the robes of the pastor, acolyte(s), lay assisting minister(s) and deacon(s) robes.
- To care for the baptismal font.
- Prepare coffee for the social time before and after worship.

Coffee Instructions:

Regular Sunday – Large coffee pot, 40 cups – 6 coffee cups of grounds with filter

Brunch Sunday - Large coffee pot, 60 cups – 9 coffee cups of grounds with filter

Decaf Pot – Fill water up to 10-12 cups and pour in to coffee maker, use 6 spoonfuls of grounds.

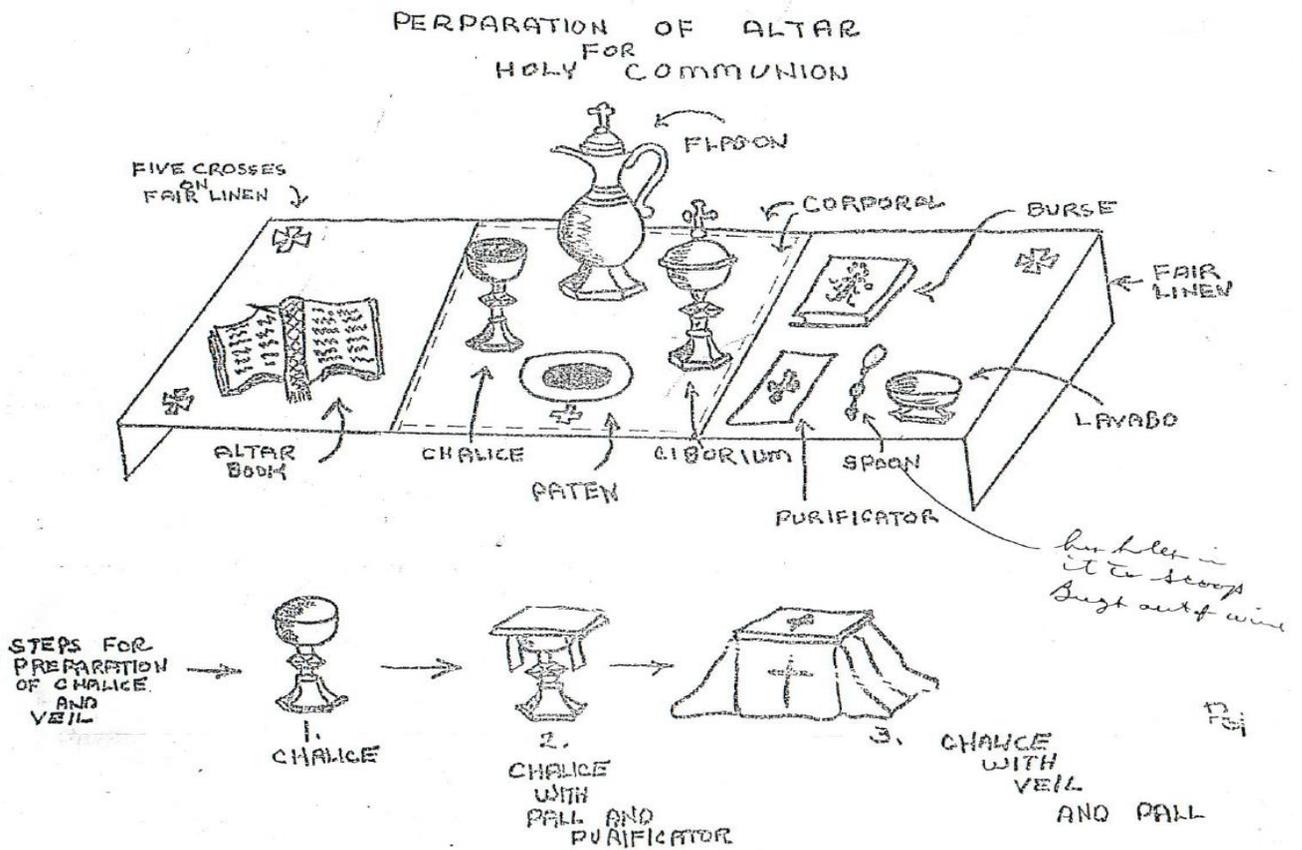
- To perform any other necessary duties in accordance with the pastors' wishes.

ASSOCIATED SUB-MINISTRIES

None

MINISTRY PROCEDURES

Preparation of the Altar for Holy Communion



Altar Guild Set-Up

It is the responsibility of the set-up team to make sure that everything is in place before the start of worship.

For those that prefer, some of the pre-setup can be done on Saturday so there is less to do on Sunday morning.

ALTAR

Frontal (Seasons—Green, White, Purple, Red, Blue, Black, Gold)

Pall Long white linen over Frontal

Missile Stand for Evangelical Lutheran Worship: Leader's Edition

Book Evangelical Lutheran Worship: Leader's Edition

Corporal Placemat Square table cloth for communion items

Chalice 1 with the pouring spout

Purificators - 3 small square napkins

Veil Colored (by season) cloth that covers the setup

Small Pall Small white square with white cross in center

Linen Veil White linens that covers entire communion setup

Burse Colored square of the season that can be opened and clean linens can be placed inside of

Spoon Silver spoon

COMMUNION RAIL

Pastor's Chausable—Communion stole with hood (color of season)

CREDENCES (tables against south wall of chancel)

3 Communion Trays with lid

1 filled tray should be left in the refrigerator in the sacristy in case it is needed

2 Communion Trays Empty (for used glasses)

1 Glass decanter with lid Filled with extra wine

1 Purificator and Spoon

FLAGON (Pitcher) and PATEN (plate)

Pitcher and Plate with communion bread, covered, ready for ushers. Should be left on the counter in the coffee corner in the narthex. The bowl of gluten-free wafers should be left on the altar so they will be blessed.

Parament Changing Schedule:

Season	Altar Color	Banner	Notes:
Advent	Blue	King of Kings (Blue)	
Christmas/Sundays after Christmas	White	King is Born	
Epiphany	Green (If Sunday, White)	"Seeking Him"	Wise Men at the altar
Baptism of our Lord	White	"Seeking Him"	Wise Men at the altar
Transfiguration of our Lord	White	"Seeking Him"	Wise Men at the altar
Ash Wednesday & Lent	Purple	"Given for you"	
Palm Sunday	Red	"Hosanna"	
Maundy Thursday	Red	None	
Good Friday	Black	None	
Easter	Gold	He Lives	
Sundays after Easter	White	He Lives	

Day of Pentecost	Red	Come Holy Spirit	
Season After Pentecost	Green		
The Holy Trinity	White	Green Loaves and Fishes	
Holy Cross Day	Red		
Reformation Sunday	Red	Green Loaves and Fishes	
All Saints Sunday	White	Green Loaves and Fishes	
Christ the King	White	Green Loaves and Fishes	

**Paraments are typically changed on the Saturday or early Sunday morning, before services and prior to new Season

1. Please refer to the calendar hanging in the sacristy to make sure the correct colored linens are on the altar. Check all other paraments so they match the color of the season.
2. Place two empty trays on the credence table next to where the acolyte sits to be used for collection of used communion cups.
3. Place the Pastor's Chausable on the altar railing on the right side (when facing the altar). The Chausable should match the color of the altar linens.
4. Check to make sure that the eternal flame candle is plugged in.
5. Fill the baptismal font with water.
6. Make sure flowers are on the altar. Flowers will be found in the refrigerator.
7. Silver communion trays will be on the table in the sacristy. They should already contain empty communion cups. If empty communion cups are needed they are in the lower cabinets on the left side labeled "Communion Cups". Check the refrigerator for trays that may still contain grape juice from the previous Sunday. These trays should go on the top of the stack so that will be used first.
8. A total of four trays should be prepared. The outer ring of cups should be left empty. All the inner rings should be filled with grape juice. The oldest trays should go on top with the freshly prepared trays on the bottom.
9. Three trays with top lid should be placed on the credence table 15 minutes before the start of worship, along with a decanter of extra wine placed on the shelf below. One prepared tray will stay in the refrigerator to be pulled out only if needed. Take four gluten free wafers from the freezer and place them in a small bowl on the altar. Place a spoon on a purificator on the bottom shelf next to the extra wine.

10. The flagon, which you will find turned upside down on the drying stand, should be filled about half full with wine. The paten for the bread is located in a top cabinet on the right and labeled "bread plate". The bread should be sliced in half horizontally and placed on the paten and covered with a linen. These two items should be placed on the counter of the coffee corner in the narthex, 15 minutes before service.
11. To set up the altar Spread the large corporal placemat over the clear plastic sheeting with the cross facing the Pastor. Put the Altar book back on the lower left hand corner of the altar. .
12. A clean pouring chalice is located in the cabinet in the sacristy labeled. It should be placed over the cross in the center of the altar with the pouring spot facing the Pastor.
13. Chalice should be covered with a purificator.
14. Cover the purificator with the small pall.
15. Cover the veil with the appropriate colored veil.
16. Place matching colored burse on top. Burse should contain an extra purificator.
17. Finally, place a large white pall over the top of the whole communion set-up, making sure none of the colored linens are showing. (Purpose: symbolic of the white linen of Christ's burial and resurrection.)

Altar Guild Clean-Up

1. After the Lord's Prayer proceed to the area behind the altar. Take the top tray containing juice and give it the person who was lector. Take one empty tray from the other table and give it to the acolyte if they have not already retrieved it themselves.
2. Each time the communion group makes a complete round of the altar, have a new tray ready to give to the lector. If necessary, give the acolyte an empty communion tray. Once the lector has given you the second tray and you are giving them the third tray, go back and consolidate all the remaining cups to one tray. On the next trip around the altar, give the lector the consolidated tray. Continue to monitor whether the acolyte needs an empty tray. If you think that another tray will be needed, go get an extra tray from the refrigerator that should already be prepared and have it on stand-by if needed.
3. Observe how many people are left to commune and find an appropriate time to commune. Usually the last to commune are the music group and ushers. Notify Pastor of any people that need communion taken to them in the pews.
4. After communion, take any trays containing grape juice, along with the extra wine from the bottom shelf and place them back in the refrigerator to be dealt with after the service and return to your pew.
5. After the service, everything is brought back to the Sacristy. Used cups are disposed of in the plastic recycling container. Any remaining wine in the chalice after the final service is given to someone to drink or needs to be poured into the ground outside. Any unused gluten free wafers should be placed back in the freezer.

6. Bread is taken to Malivuk Hall to be eaten. If there is no one present, the bread should be torn into pieces and thrown outside for the birds to eat.
7. The trays should be removed from the fridge and any containing juice need to be set up for the following Sunday by putting all cups containing juice in the center rings and leaving the outer ring with unfilled cups. Tray (s) should be place back in the refrigerator.
8. Trays that we used during communion should be washed out, paying close attention to the deep grooves in the bottom of tray where mold can grow. Once dry, the trays should be filled with empty communion cups with can be found in the lower cabinet to the left of the sink labeled "Communion Cups". Once filled with empty cups they should be placed on the table in the Sacristy with the lid on top.
9. Wine in the flagon should be poured back into the decanter. Flagon needs to be rinsed well and place upside down on the flagon holder. Do not put any soap inside the flagon. The chalice should be washed and put away.
10. Any linens used should be taken home and washed. Check the altar placemat for stains and if necessary, remove and wash. Linens should be returned to church by the following Sunday.
11. Please remove any crumbs from the altar area and wipe up any grape juice or wine spills from the tile floor with a wet cloth.
12. All communion ware should be returned to their proper places in the cabinets in the sacristy. Pastor's Chausable should be hung up in the extra storage area next to the sacristy.

TRAINING OFFERING To be offered quarterly or as needed

B. Music

MINISTRY SUMMARY

We strive to praise God through choral and contemporary music, as well as hymns. We lead the congregation in the liturgy and hymns, and offer the music for the Offertory and Communion. We have an adult music group, as well as a youth choir.

MINISTRY LEADERSHIP

Currently the music program is led by Marcia Greensfelder, who selects the hymns based on the church season and Scriptures, as well as coordinates the music for the Offertory, Communion, and other special music. Members of the music program, as well as church members, are welcome to make suggestions for music to be included. Additionally, during the summer small groups or individuals provide the Offertory and Communion music. She also leads the youth choir. AnnMarie Armstrong serves as our organist.

MINISTRY FUNCTIONS

Chiefly the music program participants provide the music for Sunday mornings and special services, such as Christmas Eve.

ASSOCIATED SUB-MINISTRIES None

MINISTRY PROCEDURES

- Music practice is held on a week night, for one to one and a half hours. Participants gather 30 minutes before the service to practice, also. New participants volunteer to attend, or may be encouraged by music program members. Accompaniment is on piano. At one time we had guitarists and a drummer, but do not currently.
- Youth practice is held monthly after the second service. Currently the group gathers for pizza and then the practice begins, for about 30 minutes. The youth sing in church approximately three to four times per year, with a Christmas program for the congregation in December.

TRAINING OFFERED Music practice is weekly, and youth chorus practice is monthly.

C. **Worship Enablers**

MINISTRY SUMMARY

To assist the Pastor with orderly worship.

MINISTRY LEADERSHIP

As designated by the Pastor.

MINISTRY FUNCTIONS

See Sub-Ministries and Procedures

ASSOCIATED SUB-MINISTRIES

Acolytes Team

Usher Team

Lector Team

Assisting Ministers (AM) Team

Teller Team

MINISTRY PROCEDURES

Acolyte Team

Being an Acolyte is an important leadership role in the church. It requires early arrival, 15-20 prior to service.

Proper garments are required. A white Alb (robe), with or without the cincture (rope) is appropriate. The Alb should be short enough that the Acolyte does not trip over it. A Pectoral Cross (Cross necklace) may be worn.

The candle lighter taper (wick) should be lit by an adult and carried with the flame forward. A flame carried forward should never go out. The candle lighter taper will be lit at the door of the sacristy, next to where the Acolyte sits. The Acolyte will light the candles 5-7 minutes prior to the beginning of the worship service.

The worship coordinator will let the Acolyte know if the Baptismal Candle needs to be lit. If it does, this candle should be lit before proceeding to the altar candles. The Acolyte should bow

to the Cross every time they cross in front of the altar. (Note: this should be automatic for all people upon approaching the altar during worship.)

The candle on the right side of the altar will be lit first and the glass globe (cover) placed on top, followed by the candle on the left side and its glass globe placed on top, and then the Peace Candle will be lit.

The candle lighter will be placed in the stand near the pew where the Acolyte sits.

An Acolyte will stand/sit at the appropriate times during worship and will participate as fully as their age allows. If the Acolyte is really young, a quiet, non-obtrusive activity can be placed on the pew prior to lighting the candles (coloring/drawing activities/children's bulletin)

The Acolyte should look to the Assisting Minister for cues on what to do.

Immediately following The Peace (handshakes), the Acolyte will take the two offering plates to the front of the altar and hand one to each of the Ushers and then return to their seat. When the offering is collected and the offertory music begins, the Acolyte will return to the front of the altar and take the two plates and stack them. (Note: The pastor goes up front too, to get the bread and wine at the same time.) The plates should then be returned to the table from where they were taken.

After reciting the Lord's Prayer, the Acolyte will go with the Assisting Minister to the altar to receive Communion. After receiving Communion, the Acolyte should go to the table in the back and pick up the empty Communion tray. If the Pastor leaves the altar to give Communion to someone in the congregation, the Acolyte will follow the Pastor so that the used Communion cup can be placed in the tray.

During the announcements, the congregation will "pass the hat." When the offering is brought forward, the Acolyte will retrieve it, just like a regular offering, placing it with the other offering plates.

At the end of the service, when the Pastor and Assisting Minister follow the Cross out of worship, the Acolyte will get the candle lighter and extinguish the flames starting with the flame on the left side of the altar. Then, the candle on the right side of the altar will be extinguished. Leave the globes (covers) on. The peace candle can be blown out. The Baptismal Candle should be extinguished last, if it was lit. (Remember to bow, every time you walk in front of the Cross. 😊)

After your responsibilities are completed, return to the sacristy and remove your Alb and other garments. Thank God for the opportunity to serve. Go to Faith Formation Sunday School.

*If you are scheduled to be Acolyte and cannot do it, please inform the church office as soon as possible.

TRAINING OFFERING To be offered quarterly or as needed

Usher Team

The references to “Left” and “Right” below are the usher’s left and right while facing the front of the church.

Extra pens and fellowship pads are located in the sacristy in the upper cabinet to the left of the sink

1. Prior to start of service

a) One usher should arrive ½ hour early to:

- Make sure the altar candles have fuel
- Make sure the Friendship candle is sufficient
- Make sure the acolyte candle is operational and has a wick
- Make sure that each of the pews have a hymnal, bible, and in the pew closest to the center aisle there is a fellowship register.



- Make sure trash is cleaned out of the pews and book holders.

b) The balance of the usher team should arrive 15 minutes prior to start of service

c) Ensure candles are lit (Note: only if the acolyte has not arrived. Give the acolyte a chance to light the candles so that they can be a part of the service)

d) Hand out bulletins, celebrates, children’s bulletins, and activity bags.

e) Assist with welcoming new and old guests and members.

2. After start of service:

a) Close doors to the narthex when the church service starts

b) Count number of people in attendance (the best time is usually during the children’s sermon.) Note: It’s easiest to count from the balcony. The count can be written on a spare program with the current date and then placed later in the offering plate.

3. Offertory

a) Two ushers are in the center isle and one usher is in each side isle

- b) When the choir begins to sing (or music starts) proceed to the front. The two ushers in the center isle obtain the plates from the acolyte and then the plates are passed down each pew.
- c) After the offering is collected, two ushers stay at the back each holding an offering plate. The two other ushers get the bread and wine from the narthex and position themselves behind the two ushers holding the offering. Bread is on the left and wine in the right.
- d) When the offertory music starts, proceed to the altar rail. The two ushers give the offering plates to the acolyte and then take one or two steps to the side. The two ushers bearing the bread and wine then approach the altar rail and give those to the Pastor. All four ushers then bow and proceed down the side isles (two the left and two to the right).

4. Communion

Communion at the Altar Rail:

- i. While the Pastor is giving communion to the assistants, two ushers will proceed to the front row of pews. The usher on the right will then direct communicants to the right (West) altar rail. (This is done while the assistants are receiving communion).
- ii. After the Pastor has finished giving communion to the assistants, and the assistants have moved away from the left altar rail, the usher on the left will direct communicants to the left altar rail.

Note: Each side of the railing can accommodate approximately 12 communicants.

- iii. Continue the process as space opens up at the communion rail.
- iv. Alert the Pastor if someone wishes to receive communion, but is unable to leave their seat.
- v. Ushers and choir will be the last to receive communion.

Communion by Intinction:

Note: Communion is given to the communicants in the right side pews first, then the left.

- vi. While the Pastor is giving communion to the assistants, two ushers will proceed to the front row of pews.
- vii. The Pastor will then proceed to the area in front of the altar rail with the two assistants on his left.
- viii. The usher on the right will then direct communicants to the Pastor to receive communion. (The usher on the left side will remain at the left front pew).
- ix. When all the communicants in the right pews have had communion, the Pastor and assistants will switch positions to be in front of the left pews.

- x. The usher on the left will then direct communicants to the Pastor to receive communion.

5. Announcements

- a) Open the doors to the narthex
- b) During the announcements the ushers will select and pass the hats.
- c) When the offering is collected two ushers will take the hats to the altar rail and give them to the acolyte.

6. After Service

- a) Ushers will sweep through the pews straightening the hymnals, collecting trash, and collecting the fellowship sheets. The ushers will also insure that the fellowship registers are placed in the book holders closest to the center aisle. The fellowship sheets are to be taken to the administrative office.

TRAINING OFFERING To be offered quarterly or as needed

Lector Team

- Open to all self-confident in their own reading skills and willing to read before the congregation. Register with the Congregation Administrator.
- Lectors typically server on a rotating basis with other team members and can find their assigned dates in the monthly “Worship Enablers” communication or the Sunday Bulletin.
- It is required that each lector look over and even practice their readings prior to their scheduled date/time. Readings will be provided prior, but can also be found on our blog at allstaintstampa.org.
- After the prayer of the day, proceed down the middle aisle, pausing at the front of the altar with a bow, to the lectern. The readings will be laid out on the lectern.
- After the readings are completed, return to the pews, pausing at the altar with a bow.
- After the Lord’s Prayer and as the congregation is being seated, proceed to the altar, pausing with a bow and standing beside the Assisting Minister to receive Communion.
- **At Communion:**
 - The Lector received the Communion tray that contains the empty glasses along with the out ring of grape juice.

- When a communicant takes a glass with grape juice, the Lector will state upon making eye contact with the communicant, “this is the Blood of Christ, ***shed for you***”.
- NOTE: some communicants will prefer the common cup and will motion thus.
- When all have been communed, the lector will offer Pastor the Bread stating, “this is the Body of Christ, ***given for you***”.
- After Pastor received Communion, the lector will be handed the bread and the flagon (Wine Pitcher), to place on the back tables along the wall behind the altar.
- Return to seat when Communion is completed.

TRAINING OFFERING To be offered quarterly or as needed

Greeter Team

Please Prioritize:

If you are unable to serve when scheduled, contact Julie in the office at 813-963-0969 or office@allsaintstampa.org.

Honor your scheduled serving time. Report to the Narthex 30 minutes prior to worship service.

Please park in the rear of the parking lot if you are able.

Greeter Responsibilities:

When weather permits, stand just outside the doors.

Hold the door for people and smile!

Greet every person coming through our doors.

To shake or not to shake? Read body language.

Greet children on their level.

Give a little more time and attention to people you don't know than to those you do.

Remember to avoid lengthy conversations with friends – you can always catch up over coffee after the service!

If someone needs further help of any kind, make a handoff to an usher if possible. Otherwise, offer assistance yourself, and take them, don't point them.

Remain at the door 5-10 minutes after the service begins, depending on traffic flow.

After the service: Make sure guests receive their free coffee and welcome bag

TRAINING OFFERING To be offered quarterly or as needed

ATTENTION TELLERS New Counter's Report

Step 1: **TOTAL ENVELOPE OFFERINGS:** Count all monies in Regular and Sunday School envelopes.
When counting offering envelopes, be sure that the amount enclosed in the envelope matches the total amount written on the outside of the envelope. Also look at the memo line for special designation not listed on the outside of the envelope. If nothing is written on the outside, write in the amount on the total line. Keep all envelopes, do not throw them out. There is a separate line for CHECKS, CURRENCY and COINS.

Step 2: **TOTAL HAT MONEY:** Count all Hat Money.
All Hat Money should be in one envelope and should be counted. If there are checks in the Hat Money, list them under DESIGNATED LOOSE OFFERING with Hat Money as the Purpose.

Step 3: **TOTAL SUNDAY SCHOOL OFFERINGS:** Count all loose Sunday School Offerings.
Sunday School envelopes should be counted with Envelope offering. Any loose cash designated to Sunday school should be listed under Sunday School. If there are loose checks in the Sunday School offering, list them under DESIGNATED LOOSE OFFERING with Sunday School as the purpose.

Step 4: **DESIGNATED LOOSE OFFERINGS:** Count all monies designated to certain funds.
Look through all remaining cash and checks for specific designations attached to or on the memo line of checks, such as Youth Group, Jack's Pack, Dolly Circle, etc. Be sure to list these designations in the Purpose column.
There is a separate line for CHECKS, CURRENCY and COINS.

Step 5: **CURRENT LOOSE OFFERINGS:** Count all remaining checks.
All undesignated checks, not in an envelope should be listed here. Be sure to list the persons first and last name.

Step 6: **TOTAL LOOSE OFFERINGS:** Count all remaining cash.
All undesignated cash, not in an envelope should be listed here.
There is a separate line for CURRENCY and COINS.

At this point you should not have anything left in the offering plates. If you do, try and determine which is the correct category for it and leave a note.

Now you are ready to total your **CHECKS** column, your **CURRENCY** column and your **COINS** column. After totaling each of these three columns, they should be added together and written in the TOTAL DEPOSIT blank on your Counter's Report. Once everything balances, you should be able to use these totals to complete your deposit slip.

Assisting Ministers (AM) Team

Arrival & Robing: 20-30 minutes before service begins. Dress in an alb. Use cincture. A pectoral cross is appropriate.

Private Prayer: Luther's Sacristy Prayer (located in sacristy, where you robe.)

Prelude & Confession: The Assistant is near the font with Cross-Bearer/Bible-Bearer.

Procession: At the beginning of the "Gathering Hymn" we process in. Follow the Cross of Christ in and out. The "Cross-Bearers Cross" is the cross that we reverence. Meet the Worship Leader at the table.

Readings/Sermon: Remain seated, except during reading of Gospel. Remember that your movements are cues to the congregation to help them know what to do.

Apostles' Creed: At the beginning of the last stanza of the "Hymn of the Day" stand and move toward the table with the Worship Leader. Move together.

*Prayers of the People: Move to the center of the table. Pray. (See handout)

Peace: Go greet people.

Offering: Set the table at the beginning of the offering. Be diligent to be reverential. The "right way" is the way in which you show honor to the table that hosts our Lord and Savior Jesus Christ in the meal. (*All honor be to God.*)

*Prayer: Move to the center of the table. Pray. Step aside for the "Great Thanksgiving."

Meal: Share the meal. Serve the wine. Communion Worship Leader. Worship Leader gives brief announcement saying, "Now may the body..."

*Prayer: Move to the center of the table. Pray. Step aside and be seated for the "Parish Concerns."

Benediction: Come to the altar and join the pastor immediately after the benediction.

Sending: Follow the Cross of Christ out. Remain with the Worship Leader.

*Dismissal: Announce dismissal. Stand with Worship Leader to greet people. You greet people first.

Disrobe: Return your tools to their proper places.

Private Moment: Give thanks to God for the opportunity to lead worship and for God getting you through it.

Prayers of the People *Writing Tools:*

Opening: Intro uses language from the readings (as all petitions do also). Ends with "let us pray for the church, the world and all in need."

Example: Rooted in Christ and rising to serve, let us pray for the church, the world, and all in need.

Brief Silence: Let the congregation prepare their hearts and minds, to enter into a sacred and holy space for prayer. Take 15-30 seconds. Silence is ok.

1st Petition: Focus on the needs of the church at large. What does the whole church need to live into the Reign of God? What do we all need? What does the world need through the church?

Example: You open the doors of your church, Lord, to all who feel distant or estranged. Give us courage to share your good news through conversation and love. Lord, in your mercy. Hear our prayer.

2nd Petition: Focus now extends beyond the church to include all of God's creation. What does the world need to be whole? What does our local environment need to sustain (if the prayer is for rivers or lakes, name a local river or lake)? What can we focus on to make sure that we are good steward to the world?

Example: Cultivate in all people a care for the world you have made. Make us mindful of our impact on creation for the good of our neighbor and future generations. Lord, in your mercy. Hear our prayer.

3rd Petition: Focus on the leaders or people in power, they need our prayers and support. Pray for them to have the strength to promote justice and love as exemplified by Christ.

Example: Reconcile and bring peace to communities that suffer (*especially*). Raise up and strengthen leaders and organizations that promote dialogue, hospitality, and restoration. Lord, in your mercy. Hear our prayer.

4th Petition: Focus on the suffering and pain that is caused by sin's presence in the world. Pray for those in the world who need relief (universal & specific concerns). End petition with a line that says something like, "we pray especially for (list those on the "Prayer Concerns List") and those we name before you now..."

Example: Open our eyes to see those suffering any affliction, even ourselves. Open our lips to boldly beg relief in body or spirit for all in need, we pray especially for (list those on the "Prayer Concerns List") and those we name before you now... Lord, in your mercy. Hear our prayer.

5th Petition: Focus on ministries of the church and in ways that we can be witnesses to Jesus Christ. This petition is meant to ask God to open us up to the things of which we are unaware, but for which we ought to pray.

Example: Inspire our congregation to live in the present moment, O God, and to trust in you. In committee meetings, classrooms, and all ministries, give us flexibility to follow where you lead. Lord, in your mercy. Hear our prayer.

6th Petition: Optional petition, but very appropriate. Focus on specific needs of the local community or congregation this week. This will vary greatly based upon church events, local community events and local news.

Example: Lord, we ask your blessing on the newly baptized in the church, especially Audria Noelle. Lord we pray for the family and friends of Steve Smith who joined the church triumphant this week. Lord we ask for your blessing over the family who recently lost their home to fire this week.

7th Petition: Focus on the promise that we are saints in Christ through our baptism and that through this we can have confidence that Christ gathers us into life everlasting. This is sn appropriate place to give thanks for the saints that have gone before us to show us the way.

Example: Comfort your children with the trust that your word is stronger than death. We remember saints and loved ones who have died and rest in you (*especially the missionary Bartolomé de Las Casas*). Lord, in your mercy. Hear our prayer.

Closing: (Led by Worship Leader.) Amen.

Notes:

- *The prayers of the people should be prepared for the individual congregation, but this is in tandem with an understanding that the prayers apply to all the whole Church.*
- *Please take your time in writing the Prayers of the People. Use the language you find in the readings of the day. Listen to your heart and trust God to guide your words.*
- *The proper response to a petition is “Hear our prayer”...note the singular vs. plural usage of “prayer.” The “Prayers of the People” bring us together into the one mind of Christ. Remember that the prayers you say need to be ones that all people can agree are “their prayers, too.”*

TRAINING OFFERING To be offered quarterly or as needed

D. Synod Parish Deacons

MINISTRY SUMMARY

The Florida-Bahamas Synod Parish Deacons: A Ministry of Word and Service.

- A synod parish deacon serves the local congregation complementing both the pastoral and lay ministries.
- A deacon is a lay person inwardly compelled and publicly affirmed for service through consecration.
- Deacons enhance the ministry of the laity by modeling study, service, outreach and commitment within the congregation.
- Deacons enhance the pastoral ministry by sharing designated duties of the pastoral office.

MINISTRY LEADERSHIP

The deacon serves only as a deacon in his/her congregation at the invitation of the pastor. When this pastor's call in the congregation concludes through resignation, retirement or other cause, the deacon's tenure, in the capacity of deacon, also ends. It can resume upon the call of a new pastor and with their approval.

Terms of Service

Since the deacon serves at the pleasure of the pastor the term of service is for as long as the pastor and deacon desire. The pastor may, without prejudice, decide to terminate the program or a particular deacon's service for any reason. Otherwise, deacons' terms are co-terminus with the called pastor.

MINISTRY FUNCTIONS

Functions of Deacons A pastor may desire from one to several deacons within the congregation. Functions are determined by the pastor in his/her specific setting and the varied gifts of the particular deacon. Under the general guidance of the "Word and Service" theme the various roles of the deacon should be public and outward oriented as well as in congregational positions such as teaching, administration, parish nurse, etc. Care should be taken, however, not to limit to deacons functions that are appropriate to all lay persons. Deacons are models of lay ministry as well. However, because of their specialized training deacons may represent the pastoral office in certain situations such as visiting the sick and homebound.

Role of the deacon in the Liturgy Generally, the function of the deacon will be determined by the pastor according to the needs of the congregation and the specific gifts of the person. Yet, the symbol of the deacon's "place" within the whole ministry of the congregation is best expressed in the Sunday liturgy. The liturgical role of deacons is as attendant to the presiding minister. The pastor may "share" some of the liturgical duties rightfully carried out by the pastor. This may involve setting the table, resetting after the distribution, assisting the pastor by tending to the missal (turning pages, etc.) as the pastor presides at

the liturgy. In some cases, the deacon may remove the pastor's chasuble (if used) before the post communion. If the pastor normally reads the Gospel this may be delegated to the deacon. Care should be taken that the deacon shares the Pastor duties and does not replace the duties normally delegated to laity (lector, communion assistant, etc.). In this way the liturgy literally reflects the roles of priest, deacon, and lay ministerial functions within the one ministry of the church. Deacons may also be trained to lead other offices which are not Eucharistic worship liturgies. They may also lead or assist in funerals. A deacon may not officiate at church weddings.

Deacons as Celebrants In lieu of paying a supply pastor, deacons are often requested to supply in worship for the pastor when the pastor is absent. This is acceptable when communion is not celebrated.

ASSOCIATED SUB-MINISTRIES

NONE

MINISTRY PROCEDURES

Procedure for Becoming a Synod Parish Deacon

The journey to becoming a synod deacon will follow the procedures below, though some steps may be in a different order:

Discernment- a person perceives an inward call seeking an outward expression: a desire to express his/her faith in a focused and committed public way.

Pastoral endorsement-after discussions with the pastor, either before or after the above step, the pastor decides to endorse the person for candidacy. At this point the pastor may want to begin educating the congregation as to the meaning and roles of synod deacons. It is important to show that the deacon does not further the distance between pastor and laity, but actually bridges that gap. Application is made and forwarded on to the bishop's oversight committee for approval and guidance. Upon approval the person becomes a synod deacon candidate.

Fulfillment of educational requirements and/or committee recommendations – This may have already begun even before making application for candidacy. It may be accomplished through individual study with the pastor, or it may take place in a number of other approved settings including, but not restricted to, the Select Program, Diakonia, or other established regional deacon educational clusters throughout the synod, or approved denominational deacon's schools, i.e. Episcopal centers. Whatever the avenue of instruction documents of completion should be verified by the pastor and forwarded by the pastor to the oversight committee. Throughout this process it is expected that the pastor will be working with the candidate with regards to liturgical instruction and spiritual formation! Also, it is expected for the pastor to educate the congregation as to the benefits and functions of the deacon program in the congregation.

Oversight Committee Approval- Upon completion of instructional requirements the pastor may forward of the candidate’s documents to the Oversight Committee for review and approval.

Consecration –Once the documents are approved, the pastor and Oversight Committee may coordinate a date for consecration. The Bishop, or the Bishop’s designee, will officiate at each consecration. Normally, consecrations take place in the deacon’s home congregation, either within the worship service or in a special ceremony of consecration. An order of consecration can be downloaded at the synod website. Each deacon will receive a deacon’s pin from the bishop’s office.

Consecration Participation – For consecrations the pastor may wish to invite other deacons to participate in the ceremony. Deacons may vest in the approved alb and deacon’s stole, process, and participate in the laying on of hands upon the new deacon.

Note: There are times when deacons may also be invited to attend pastors’ ordinations and installations. Deacons are not to participate in the laying on of hands of rostered leaders.

Vestments - Previously, Bishops of the Florida-Bahamas Synod have given approval for deacons to vest in albs and deacon stoles, only. Deacons are not to wear clergy shirts, collars, or any other vestments as these are signs of the ordained ministry.

TRAINING OFFERING : Speak with Pastor for details.

E. Stewardship

MINISTRY SUMMARY

As Christians, we believe that we are freed in Christ to serve and love our neighbor. How do we respond to God’s call to serve and love our neighbors? We faithfully steward the gifts God has so abundantly given to us. Although some think of stewardship as only a financial response to God’s love, stewardship encompasses so much more than money. It is about how we use all that God has entrusted to our care — our time, our talents and our treasures — to love God and our neighbors, both inside and outside of the church walls and our homes.

MINISTRY LEADERSHIP

As designated by the Mission Team.

MINISTRY FUNCTIONS

As designated by the Mission Team.

ASSOCIATED SUB-MINISTRIES

Annual Pledge Drive, Building Campaigns, etc. as designated by the Mission Team.

MINISTRY PROCEDURES

As designated by the Mission Team.

TRAINING OFFERING To be offered quarterly or as needed

III. Faith Formation

MINISTRY SUMMARY

a.k.a Sunday School, provides an opportunity for Youth and Adults alike, to participate in the formation, refreshing, reforming and understanding of the faith God as gifted us through discussion of Scripture, Doctrine (Small & Large Catechism) and other resources seen as appropriate.

MINISTRY LEADERSHIP

As designated by the Mission Team

MINISTRY FUNCTIONS

See Sub-Ministries

ASSOCIATED SUB-MINISTRIES

Sunday Classes

Catechism

Social Faith Formation

MINISTRY PROCEDURES

See Sub-Ministries

TRAINING OFFERING

To be offered quarterly or as needed

A. Sunday Classes

MINISTRY SUMMARY

Bring the children into the life of the Church with a lectionary centered curriculum that is fun.

MINISTRY LEADERSHIP

As designed by the Faith Formation Team

MINISTRY FUNCTIONS

See Procedures.

ASSOCIATED SUB-MINISTRIES

None

MINISTRY PROCEDURES

Sparks Study Bible opens up God's word to children, through colorful art and story-telling at their levels.

Lively age-appropriate activities such as questions, activities and games help connect with the Bible story for that particular Sunday.

TRAINING OFFERING To be offered quarterly or as needed

B. Catechism

MINISTRY SUMMARY

To provide an understanding of the faith foundation that was gifted to our youth by God at the time of Baptism. This time of discussion and discovery, leads to our youth towards publically confirming their faith in the presence of God and the sight of the congregation. The Pastor conducts the Affirmation of Baptism during the Confirmation Service.

MINISTRY LEADERSHIP

As designated by the leadership of the Faith Formation Ministry

MINISTRY FUNCTIONS

See procedures

ASSOCIATED SUB-MINISTRIES

None

MINISTRY PROCEDURES

In confirmation program we follow Faith Inkubator's Head to Heart confirmation curriculum. The main idea running through is that this is not just a class to check off, but a lifetime journey that takes them from their childhood in the adulthood. To help demonstrate and teach this, the curriculum uses power-points, skits, YouTube, and games to help discuss the weekly themes. Also, this is not just something that is taught in Sundays by the teachers but a whole family experience. Families are involved in the learning on a nightly basis through home huddles. Along with Theme teaching classes there are also Service and Fellowship weeks, as serving others and having/maintaining a Christian community are just as important as the learning the process.

TRAINING OFFERING

To be offered quarterly or as needed

C. Social Faith Formation

MINISTRY SUMMARY

Would include but not limited to, Home Bible Study or other studies outside of the physical church.

MINISTRY LEADERSHIP

MINISTRY FUNCTIONS

ASSOCIATED SUB-MINISTRIES

VBS

LOMF

MINISTRY PROCEDURES

TRAINING OFFERING To be offered quarterly or as needed

IV. Welcome Ministry

MINISTRY SUMMARY

To define a group and processes to aid in living the mission of All Saints Lutheran Church, by extending a warm welcome to any individual who is led by the Spirit of God to visit our congregation; thus extending a welcome into our Family of Faith and proclaiming Jesus Christ. This welcome would be extended to any individual regardless of race, age, gender and gender identities, marital status, physical and mental abilities, sexual orientations, national origin, differently-abled or economic status.

MINISTRY LEADERSHIP

As designated by the oversight of the Mission Team, leaders of the Welcome Ministry provide oversight of the four main functions of the Ministry; Social Media, Welcome Ministers, Social Saints and Church Maintenance. A group of diverse individuals (2 to 3), whose spiritual gifts draw them to serve God and the Church of Jesus Christ, with oversight of the functions and activities of a “Welcoming Church”.

MINISTRY FUNCTIONS

- Oversight of Welcome Ministry Function within the congregation.
- Train, mentor and schedule Welcome Ministers
- Reporting to Mission Team as to the progress, struggles and requests of the Ministry.
 - Number of Visitors Greeted
 - Number of forms received
 - Confirmation of follow-up communications provided
 - Any proposed changes to be discussed prior to implementation
- Responsible for functions of Social Media team within Welcome Ministry.

ASSOCIATED SUB-MINISTRIES

- Social Media
- Welcome Ministers
- Social Saints
- Church Maintenance

MINISTRY PROCEDURES

Welcome Statement Defined: A statement placed in all publications and public facing communications that provides an affirmation to all that our congregation is a “Welcoming Congregation”; with open doors, arms and minds to all that may worship with us.

We welcome all who are seeking God's love and grace. We welcome all because God welcomes all, regardless of race or culture, sexual orientation, gender identity or relationship status. We welcome all without regard to addiction, physical or mental health, imprisonment, socio-economic circumstances, differently-abled or anything that too often divides us.

Our Unity is in Christ.

TRAINING OFFERING To be offered quarterly or as needed

A. Social Media

MINISTRY SUMMARY

Oversight of the digital presence of All Saints Lutheran Church focused on proclaiming Jesus Christ through social interaction and building of relationships.

MINISTRY LEADERSHIP

As designated by the Mission Team.

MINISTRY FUNCTIONS

Social Media

- Oversight of Church Social Media Sites; such as, but not limited to: Facebook
- Team to have full access to site to administer and filter site content and discussion.
- Propose changes and maintain Church Social Media Sites, ensuring daily posts for visibility and discussion
- **Page URL:** <https://www.facebook.com/allsaints.lutheranchurch/timeline>
- **Facebook User Code:** socialmedia@allsaintstampa.org
- **Password:** provided in separately

Website

- Oversight of Church Website
- Team to have full access to site administration for assisting in updates and changes.
- Propose and Implement changes and/or updates to the Church Website
- **Website User Code:** allsaint
- **Password:** provided in separately

ASSOCIATED SUB-MINISTRIES

NONE

MINISTRY PROCEDURES

Social Media

- Facebook “All-Saints Lutheran-Church” page.
 - Maintain site adhering to the Welcome Statement.
 - Allow for all Facebook to have access to the Church page and participate in discussion.
 - Monitor and scrutinize discussion on Facebook site; ensure messages are not forcing a specific economic, political or even negative religious viewpoint. Messages must adhere to the churches “Welcome Statement”.

Website

- Maintain site as per request

TRAINING OFFERING To be offered quarterly or as needed

B. Welcome Ministers

MINISTRY SUMMARY

Members of the All Saints Family of Faith willing to use their spiritual gifts to greet and allow to feel welcome, those who are visiting the congregation; either as visitor or potential addition to the Faith Family.

MINISTRY LEADERSHIP

As designated by the oversight leaders of the Welcome Ministry.

MINISTRY FUNCTIONS

- Extend welcome/greeting to any individual that comes through the doors of the narthex; member or non-member.
- Provide Bulletin for use in Service and offer Celebrate.
- Provide coffee or other beverage to visitor and member alike.
- Maintain Welcome Station (Narthex) Corner of Narthex with current coffee station.

ASSOCIATED SUB-MINISTRIES

NONE

MINISTRY PROCEDURES

- Primary focus for the Welcome Ministers are those who are visiting or non-members; ensure primary attention is given to those who come into the Narthex.
- Provide member or frequent visitor with an offering of coffee from the coffee station.
- For individuals that the Welcome Minister is not familiar with:
 - Introduce yourself with a question. Many people don't like to talk to newcomers because they are afraid of embarrassing themselves by mistaking a long-time member with a newcomer. An easy way to get around that fear is to introduce yourself, ***"Hi, my name is _____. I've been coming here two years. How long have you been coming to this church?"*** This open-ended question doesn't presume that the person you're speaking with is a newcomer or a member. It allows them to reveal either.
- If the individual is truly a visitor:
 - Welcome/Greet with a smile and handshake.
 - Introduce them to other members of the congregation that are immediately near you in the Narthex.
 - Lead them to the Welcome Station, offering:
 - Coffee
 - All Saints Church Information Card
 - All Saints Church Visitor Registration Card
 - Get a feel for their comfort level and do not hover over them.
 - If it is the early service, invite them to stay for Faith Formation.
 - Allow, the visitor to talk about what is on their minds or proceed to the Sanctuary.

- Welcome Station (Narthex)
 - Add brochure station to the wall above the counter/coffee area; total of 5 to 10 slots (as to not overwhelm visitor).
 - Provide 8 ½ by 3 stock card with summary information about the Church.
 - Including, but not limited to:
 - Ministries
 - Education
 - Worship
 - Music
 - Missions
 - To be handed out to visitor by Welcome Ministers.
 - Provide 8 ½ by 3 stock card visitor information form.
 - To be handed out to visitor by Welcome Ministers.
 - Provide other information pamphlets as provided by Church Missions/Ministries.
 - Keep door to Loft closed for the duration of 15 minutes before Services as to ensure visibility of Welcome Station.

TRAINING OFFERING To be offered quarterly or as needed

C. Social Saints & Fellowship Team

MINISTRY SUMMARY

The Fellowship Team helps to streamline the planning process for many church functions, such as, but not limited to, Funerals, Second Sunday Meals, First Friday Family Nights, Community Meals, etc. The Fellowship Committee serves as the authoritative oversight of fellowship functions within the congregation. They are deemed ‘in charge of fellowship events’ by the Mission Team. The responsibilities of fellowship events are shared with the entire congregation.

The Mission Team wants to make sure that all parties who wish to be involved have that opportunity. The minimum size of the team will be based on desire to participate. Meeting times and communication mediums to be decided by the Property Team, in conjunction with the Mission Team. Property Team requires a liaison on the Mission Team, with monthly report required.

MINISTRY LEADERSHIP

MINISTRY FUNCTIONS

ASSOCIATED SUB-MINISTRIES

MINISTRY PROCEDURES

TRAINING OFFERING To be offered quarterly or as needed

D. Church Maintenance & Property Team

MINISTRY SUMMARY

The Property Team helps to ensure that the property maintenance is done on a regular basis by those equipped with the right knowledge and expertise to ensure that the property is available for ministry.

The responsibilities of the Property Team:

1. To ensure that all church facilities are maintained in such a manner as to produce quality maintenance at the most economical cost.
2. To supervise all outside contractors in any endeavor to maintain or upgrade all buildings and/or grounds.
3. To ensure all contractors hired possess the basic skills needed to perform effectively and that they have adequate insurance.
4. To perform a building check on a monthly basis, look for burned out lights, broken glass, etc.
5. To analyze operating efficiencies on a regular basis and make recommendations for improvements of facilities.
6. To assist in the development and evaluations of fixed assets and maintenance budgets.
7. To schedule a "Yard/Church cleanup" quarterly; asking the Congregation to participate.
8. To unlock church doors on Sunday morning (1 hour prior to first worship service), turn on the heat or air conditioners to ensure the building will be comfortable for worship service.
9. To lock all the church doors following the Sunday morning Service.
10. Establish an appropriate size committee to assist with the listed above responsibilities.

The Mission Team wants to make sure that all parties who wish to be involved have that opportunity. The minimum size of the team will be based on desire to participate. Meeting times and communication mediums to be decided by the Property Team, in conjunction with the Mission Team. Property Team requires a liaison on the Mission Team, with monthly report required.

MINISTRY LEADERSHIP

As designated by the Mission Team.

MINISTRY FUNCTIONS

ASSOCIATED SUB-MINISTRIES

MINISTRY PROCEDURES

TRAINING OFFERING To be offered quarterly or as needed

V. Technology Ministry

MINISTRY SUMMARY

MINISTRY LEADERSHIP

MINISTRY FUNCTIONS

ASSOCIATED SUB-MINISTRIES

MINISTRY PROCEDURES

TRAINING OFFERING To be offered quarterly or as needed

A. General Building Technology

MINISTRY SUMMARY

MINISTRY LEADERSHIP

MINISTRY FUNCTIONS

ASSOCIATED SUB-MINISTRIES

MINISTRY PROCEDURES

TRAINING OFFERING To be offered quarterly or as needed

B. Worship Technology

MINISTRY SUMMARY

MINISTRY LEADERSHIP

MINISTRY FUNCTIONS

ASSOCIATED SUB-MINISTRIES

MINISTRY PROCEDURES

TRAINING OFFERING To be offered quarterly or as needed

C. Social Technology

MINISTRY SUMMARY

MINISTRY LEADERSHIP

MINISTRY FUNCTIONS

ASSOCIATED SUB-MINISTRIES

MINISTRY PROCEDURES

TRAINING OFFERING To be offered quarterly or as needed

VI. Church Administration

Ministry Summary

The primary role of the Church Administrator is to provide support and assistance to the pastor and lay leadership of the congregation in coordinating the work of the church office. To provide help and support for the members and the community who contact the office and to provide financial support to the treasurer, bookkeeper, financial secretary and other church groups.

Ministry Leadership

As directed by the Mission Team

Ministry Functions:

Primary function is to oversee all activities of the church office. Responsible for managing the business affairs of the church to achieve the church's mission objectives. Responsible for the financial bookkeeping for all the funds of the church so the church meets its financial obligations. Manages purchases and relationships with vendors. Works with church leadership to prepare a budget and implementation.

Associated Sub-ministries

- Treasurer
- Stewardship
- Worship
- Property Maintenance
- Website/Social Media

Ministry Procedures:

- Attend staff meetings with pastor and lay ministries coordinators as needed. Attend monthly Mission Team meetings and produce and maintain agenda, minutes and financial reports for each meeting.
- Create all worship bulletins and Sunday Power Points for worship and announcements, using Sundays and Seasons database. Oversee the assembly of bulletins on a weekly basis by volunteers.
- Prepare a written synopsis of weekly sermon, send for review by the pastor and upload to the church blog. Also upload weekly lessons to the blog.
- Prepare and mail all correspondence. Evaluate and distribute email communication accordingly. Sort and distribute mail. After checks have been signed by two mission team officers, prepare and mail them. Maintain all paper records for the church including Personnel records.
- Enter in Shepherd's Staff weekly attendance information and weekly contribution information. Retrieve online giving donation information from KaleoGiving. Use contribution information to produce quarterly and annual statements for members. Collect and enter in pledged amounts and convey information to Stewardship as

needed. Convey to members who have pledged the status of their pledged amounts when requested. Order offering envelopes for use by members.

- Enter all deposits into QuickBooks and maintain all financial records, including monthly reports of financial information to the Mission Team. Prepare annual reports including financial reports and produce any necessary Power Point presentations and other materials as needed. Assist in the annual parochial report for the synod and ELCA.
- Prepare preliminary Spending Plan for review by Mission Team
- Maintain records of incoming and outgoing schedule for Mission Team members. Update bank information when Mission Team officers change.
- On a monthly basis, create The Grapevine and upload to the website, make paper copies for the narthex and mail to members without internet access. Send out enabler information on a monthly basis to those who are scheduled to serve.
- Maintaining the church calendars using Google calendars.
- Maintain all membership and household records in Shepherd's Staff data base, appropriate paper files and on Instant Church directory.
- Order and maintain adequate supplies for the office and hospitality supplies, such as coffee, paper supplies, etc. Restock all paper supplies on Monday, and make sure facilities are ready for any upcoming meetings. Reset furniture as needs change throughout the week.
- Maintain copier and other office equipment and obtain service if needed. Set up contractors to do any need facility maintenance.
- Recycle paper, catalogs, and toner cartridges.
- Inform prayer chain of requests that are received in the church office by email.
- Welcoming visitors and congregational members to church and provide support as needed.
- Maintain control of church's credit card and account for all expenditures.
- Provide payroll information to Fran Lawrence, CPA for the direct deposit of all payroll. Fran Lawrence files all 941's, W-2's and 1099's for the congregation
- Obtain and annually review all Property, Liability and Officers Insurance, Worker's Compensation Insurance and benefit packages for employees.
- Prior to fall programming, review needs and determine any changes to Christian Education materials. Order Vacation Bible School curriculum and assembly a team to run this event. Request dates for LOMF Day Camp and set up daily field trips for Middle School. Makes sure registration forms for summer events are available in a timely manner on the church website. Add summer programs to the free, online JOYFM summer program schedule.
- Provide all treasurer, bookkeeping and financial secretary roles.

“For as in one body we have many members, and not all have the same function...” (Romans 12:4)