

# Timothy Lutheran Ministries



## Elders Ministry Manual

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## Table of Contents

1. Mission.....	4
2. Governance Charge.....	4
3. Structure.....	5
4. Responsibilities.....	5
4.1 Director.....	5
4.2 Assistant Director.....	6
4.3 Secretary.....	6
4.4 Coordinating Elders.....	6
4.4.1 Coordinating Elder of Worship.....	7
4.4.2 Coordinating Elder of Prayer.....	7
4.4.3 Coordinating Elder for Congregational Care.....	7
4.4.4 Coordinating Elder for Staff Care.....	8
4.4.5 Coordinating Elder to Personnel.....	9
4.5 Elder Members.....	9
Annex A – Training Aids.....	11
Annex A.1 Preparing for Communion.....	11
Annex A.2 Preparing for a Baptism.....	12
Annex A.3 Lighting the Candles.....	13
Annex A.4 Appointed Elder Ministry Description.....	16
Annex A.5 Neighborhood Elder Training.....	17
Annex A.5.1 – Example of Correspondence (Email, letters, phone calls).....	18
Annex B – Elders as Servants Checklists.....	21
Annex B.1 – North Campus Service Procedures.....	21
Annex B.2 - South Campus Service Procedures.....	28
Annex B.3 - Saturday Evening Worship Checklist.....	30
Annex C – Elders Policies.....	31

## 1. Mission

The mission of the Elders is to faithfully support Timothy Lutheran church's mission statement of "Touching Lives for Christ" by promoting the spiritual growth of the members of this congregation through regular worship and the regular use of the Word and Sacraments.

## 2. Governance Charge

The Elders shall consist of an elected Director, an Assistant Director and a sufficient number of elders necessary to carry out its ministry which includes but are not limited to the following ministry objectives:

### ► Spiritual Welfare of Staff and Congregation

† **Pray** for and encourage the called staff in their work by word and action, including being concerned with the spiritual, emotional, physical health and welfare of them and their families

† **Supervise** the visitation of all sick, hospitalized, aged and shut-ins in congregation

† **Exercise** leadership in call process and review annually the salary and performance of the Ministry Called Staff, making recommendations to the Personnel Committee and to the Assembly

† **Engage** in continual review of the communicant membership of the congregational governance, including follow-up on all newborn children in the congregation until they are baptized and reach nursery age

### ► Provide God pleasing meaningful worship services

† **Plan**, support and supervise all spiritual programs in the societies of the congregation

† **Ensure** that the congregation functions in accordance with the established doctrine and governance of the Lutheran Church - Missouri Synod (LCMS), maintaining discipline in accordance with the Scriptures and the Lutheran Confessions

† **Seek**, equip, and supervise all activities involved in providing meaningful worship

### 3. Structure

The nature of the responsibilities of the Elders requires that only men noted for their Christian knowledge and zeal are called to serve the congregation in the following five ministry areas: Worship, Prayer, Congregational Care, Staff Care, and Personnel. The Elders will call a sufficient number of men to fulfill its governance charge. The Elders will maintain an executive body, elected by the Voters Assembly, consisting of at least eight (8) members to carry out the following duties: Director, Assistant Director, Secretary, Worship Coordinator, Prayer Coordinator, Congregational Care Coordinator, Ministry Staff Care Coordinator, and Personnel Coordinator.

### 4. Responsibilities

#### 4.1 Director

The Director will communicate with pastoral staff, the Assistant Director, Secretary, the Coordinating Elders of Prayer, Staff and Personnel and the Timothy Executive Board. The responsibilities of the director are as follows:

- a. Prepare and conduct regular Elder meetings at least on quarterly basis with the assistance of the Assistant Director and as needed to meet special circumstances; e.g. call staff vacancies, etc.
- b. Maintain constant communication with the Senior Pastor as to the matters of the Elders and the spiritual welfare of the church.
- c. Work with the Secretary on providing agenda items and maintaining the minutes of the meeting.
- d. Assign Coordinating Elder assignments and maintain communication and support with the Coordinating Elder of Prayer, Staff Care, Personnel, and Secretary.
- e. Present reports to Timothy Leadership and to the congregation at assembly voters meetings as needed.
- f. Develop the Senior Pastor's Performance plan with input from senior pastor and present annual performance evaluation.
- g. Support the Pastors, staff, and Timothy Leadership as needed to include attending commission meetings.
- h. Work with secretary to maintain and update Elders Manual.
- i. Encourage and support the elders as assigned in the Elders Circle of Care Chart, contacting them at least twice per year by phone.
- j. Ensure that the three congregational surveys (New Members, General Membership, and Member Exit) are up to date and that the survey results report is provided to congregation via the Elders' Annual Voters Assembly report.

## **4.2 *Assistant Director***

Assistant Director will communicate with the Director and the Coordinating Elders of Worship and Congregational Care. The responsibilities of the assistant director are as follows:

- a. Conduct elder meetings when the director is not available.
- b. Assist the director in maintaining communications and provide support to the pastors and staff as needed when the director is not available.
- c. Work with the Director on items to be placed on the agenda of Executive meetings.
- d. Maintain communication and support with the Coordinating Elders of Worship, and Congregational Care.
- e. Work with the support staff to communicate elder issue in News and Notes, in the Timothy Times, and other appropriate communication channels.
- f. Encourage and support the elders as assigned in the Elders Circle of Care Chart, contacting them at least twice per year by phone.
- g. Attend commission meetings as needed.

## **4.3 *Secretary***

Secretary to the Elders will communicate with the Director and Assistant Director and provide communication support as needed. The responsibilities of the secretary are as follows:

- a. Report to the Director of Elders.
- b. Record, distribute, and maintain the minutes of Executive Elder meetings. Distribute copies of the minutes to Elders and to Timothy Leadership groups electronically or via their communication mailbox.
- d. Maintain and update Elders Manual and assist Director of Elders in other communication functions as needed.
- e. Encourage and support the elders as assigned in the Elders Circle of Care Chart, contacting them at least twice per year by phone.
- f. Attend commission meetings as needed.

## **4.4 *Coordinating Elders***

Coordinating Elders have the responsibility to communicate the general business conducted during executive elders meetings to elders within their area of ministry and to their assigned commission as needed. Coordinating Elders also have the responsibility to schedule communication time with their supporting elders and volunteers to discuss matters that directly affect their area of ministry and report such information to the Executive Elders. All coordinating elders are expected to attend commission meetings as assigned. If commission meetings cannot be attended, the coordinating elder needs to notify the other executive elders, asking for one of them to attend the commission meeting in their absence.

#### **4.4.1 Coordinating Elder of Worship**

##### **Coordinating Elder of Worship** (and supporting elders)

- a. Report to the Assistant Director of Elders.
- b. Attend Executive Elder meetings.
- c. Oversee the areas of service related to the worship opportunities and supportive elders.
- d. Coordinate and encourage Head Usher to develop and schedule Ushers for all services.
- e. Coordinate with supporting elders to ensure that schedules are developed and published for the following areas: pastoral assistance for all worship services, lecture readers and acolytes for sanctuary services.
- f. Communicate with the Altar Guild on their service and function.
- g. Encourage and support the elders as assigned in the Elders Circle of Care Chart, contacting them at least twice per year by phone.
- h. Coordinate and communicate routinely with supportive elders and other volunteers as needed.

#### **4.4.2 Coordinating Elder of Prayer**

##### **Coordinating Elder of Prayer** (and supporting elders)

- a. Report to the Director of Elders.
- b. Attend Executive Elder meetings.
- c. Oversee and actively encourage and promote prayer within the life of the church.
- d. Communicate with the prayer ministry teams and Care ministry on issues relating to prayer opportunities.
- e. Coordinate with volunteers to schedule prayer vigils and supply information to support staff for publishing.
- f. Encourage and support the elders as assigned in the Elders Circle of Care Chart, contacting them at least twice per year by phone.
- g. Encourage and conduct meetings with supportive elders and prayer ministry team/s as needed.

#### **4.4.3 Coordinating Elder for Congregational Care**

##### **Coordinating Elder of Congregational Care** (and supporting elders)

- a. Report to the Assistant Director of Elders.
- b. Attend Executive Elder meetings.
- c. Oversee the area of congregational care and communicate with supporting elders.
- d. Communicate with the Care ministry on issues relating to Congregational Care.
- e. Communicate with Assimilation on the care and involvement of new members.

- f. Coordinate and encourage the Neighborhood Team Coordinator to develop and maintain a graphical neighborhood support network for members.
- g. Encourage and support the elders as assigned in the Elders Circle of Care Chart, contacting them at least twice per year by phone.
- h. Coordinate and communicate with supportive elders and other volunteers as needed.
- i. Working with other elders, the Executive Board, ministry staff, and commission leaders, develop and maintain the three congregational surveys (New Members, General Membership, and Member Exit), ensuring that a General Membership survey is given at least annually and an overall survey results report is provided to Director.

#### **4.4.4 Coordinating Elder for Staff Care**

##### **Coordinating Elder of Staff Care (and supporting elders)**

- a. Report to the Director of Elders.
- b. Attend Executive Elder meetings.
- c. Oversee the areas of service related to Staff Care opportunities and supportive elders.
- d. Work with and provide a team of people to help in the areas of personal support to the called staff.
- e. Work with Coordinating Prayer Elder and team of prayer partners in the support of called staff.
- f. Coordinate and work with supporting elders and volunteers on staff appreciation events; e.g. Clergy Appreciation and Staff Christmas letter.
- g. Encourage and support the elders as assigned in the Elders Circle of Care Chart, contacting them at least twice per year by phone.



#### 4.4.5 Coordinating Elder to Personnel

##### Coordinating Elder to Personnel (and supporting elders)

- a. Report to the Director of Elders.
- b. Attend Elder meetings.
- c. Oversee the areas of service related to labor law and personnel issues
- d. Work with the Personnel Committee in the area of staffing to include payroll structure.
- e. Encourage and support the elders as assigned in the Elders Circle of Care Chart, contacting them at least twice per year by phone.
- f. Coordinate and communicate with supportive elders and other volunteers as needed.

#### 4.5 Elder Members

All Elders shall engage in continued review of the communicant members of the congregation including follow-up on all newborn children in the congregation until they are baptized.

Elders need to:

1. Shepherd Neighborhood Contacts Persons (NCP) within their assigned Neighborhood zone.
  - a. Make caring contact calls to your assigned NCP at least two times a year.
  - b. Contact (call or send a card) to NCP households at special times of need or celebration.
  - c. Be available at neighborhood gatherings. Help church members know in your own way that the church cares for them.
  - d. Be 'ready and receptive' for concerns, needs, and to give support to your NCP – especially for spiritual matters.
2. Make hospital or home visits in the absence of a pastor to members within their care as personal time and gifts allow.
3. Coordinate with and assist the Exec Elder in making periodic contact with inactive members within your assigned neighborhood.
4. Pray for and encourage the spiritual growth of 8<sup>th</sup> grade confirmation students.
  - a. <sup>1</sup>Elders shall be assigned students in their care to pray for and encourage in their spiritual journey through their celebration.
  - b. <sup>1</sup>Elders shall make periodic contacts inviting and encouraging the students in continue worship following The Rite of Confirmation.

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<sup>1</sup> Future responsibility

5. Follow-up on all newborns until they are baptized.
6. Elders shall serve in worship to assist the pastor(s) in meaningful worship.
  - a. Elders shall assist the pastor(s) in distribution of the Lord's Supper.
  - b. Elders shall assist the pastor(s) in the sacrament of Baptism as needed.
  - c. Offer additional service as needed.
7. Perform other responsibilities.
  - a. Provide content reviews as needed to ensure it is it Biblical and in accordance with established doctrine.
  - b. Assist in developing survey questions.
8. Commit to assist and serve in one of the above six ministry areas (i.e. Worship, Congregational Care, Prayer, Ministry Staff Care, and Personnel).
9. Attend meeting/training sessions as needed.

## Annex A – Training Aids

### *Annex A.1 Preparing for Communion*

The Altar Guild will prepare the communion table and ensure an ample supply of wine and wafers are available. Additional wine and wafers are located in the sacristy. Below are the elder's responsibilities in preparing and assisting in communion:

1. Before the service, check to see that the communion table is prepared with both individual glasses and the common cups and the bread is placed on the altar in an acceptable manner.
2. During the service, prepare yourself through prayer and self-examination for this sacrament of forgiveness.
3. If only one Pastor is present, an elder will also need to uncover and prepare the communion table.
4. During the singing of the “Angus Dei” come forward and commune first. If there is only one Pastor, one of the serving Elders will need to commune the Pastor.
  - a. Distribute the bread - “Take and eat, this is the true Body of your Lord and Savior, Jesus Christ, given unto death for your sins.”
  - b. Distribute the wine – “Take and drink, this is the true Blood of your Lord and Savior, Jesus Christ, shed for you for the forgiveness of your sins.”
  - c. Say departing words – “May this true Body and Blood of your Lord and Savior, Jesus Christ, strengthen and preserve you in the one true faith till life everlasting.” **Make the sign of the cross and say “Depart in His Comfort and Peace.”**
5. Commune table with “Take and eat, this is the true Body of your Lord and Savior, Jesus Christ, given unto death for your sins” or with similar appropriate words as they exist in the Order of Holy Communion in the Lutheran Worship hymnal. **Place wafer in the communicant's hand.**
6. After finishing with last table, alert Pastor of any communicants that need to be communed in their pew and assist as needed in covering the elements.
7. Walk out from Altar, bow and return to your seat.
8. After the service, check to see if the Altar Guild person needs any help in removing, cleaning and storing the communion ware.

## ***Annex A.2 Preparing for a Baptism***

Below are the items necessary in preparing for a baptism. Please plan to arrive early so that you can have the below items completed so that you can meet the baptismal party before meeting in the Pastor's office lounge area. Items for baptism are located in the sacristy.

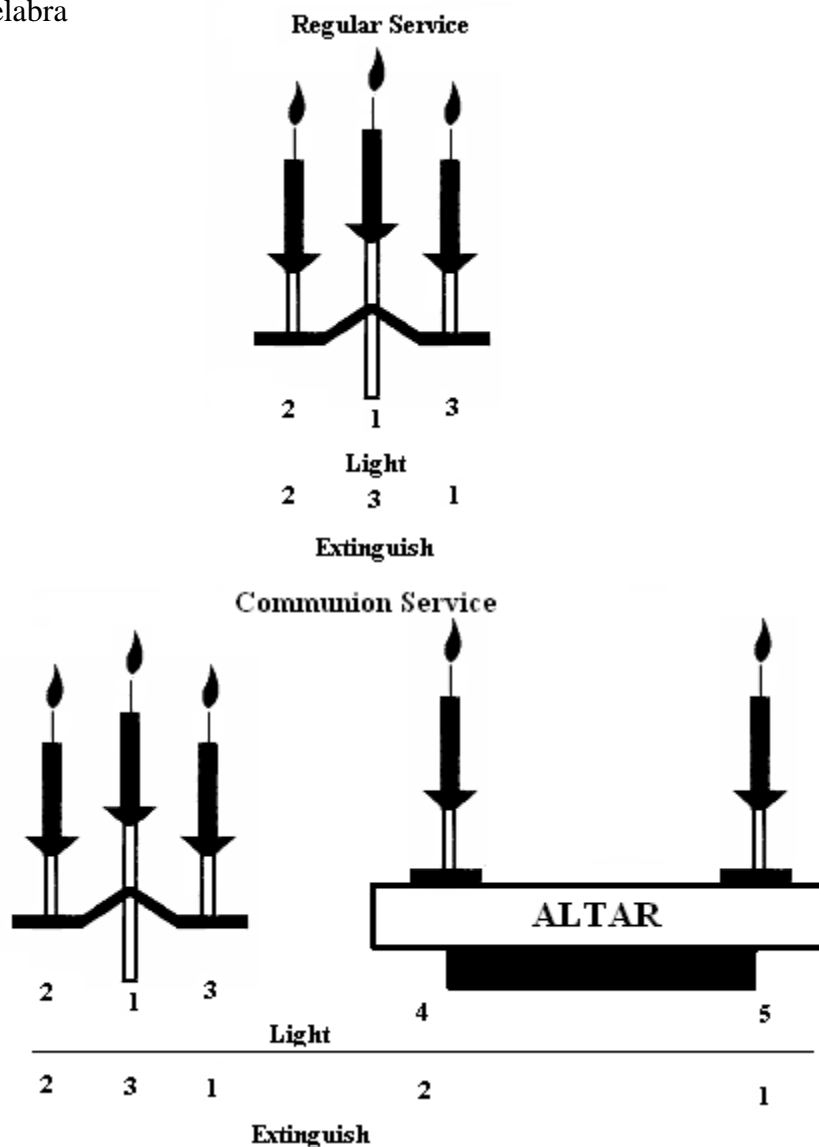
1. Place warm water in the silver ewer (pitcher) and pour it into the baptismal fount container. Leave cover off, placing it under the Pastor's chair.
2. Locate the appropriate baptismal candle (name written on outside of box), take it out of box, remove instructions and place candle on the fount. Box can be placed in first pew for family.
3. Take and place a baptismal napkin on the fount with the candle.
4. Hang baptismal banner on wall hook provided next to dove baptismal candle holder.
5. Determine the number of people in the baptismal party and reserve enough pews for them in front of the fount. Reserve tags are located in the Ushers cabinet in the coat room.
6. Ensure you provide everyone in the baptismal party with a bulletin and have them meet Pastor's office lounge area. Parents and sponsors should meet with pastors 15 minutes before the worship service.
7. After meeting with the Pastor, escort baptismal party to reserved seating.
8. Prior to the Pastor's advancement to baptismal fount, assemble parents and sponsors around the fount.
9. The Elder assigned the fount area lights the candle when the Pastor gets to that point in the ceremony. (Light candle from the baptismal candle on the wall.)
10. The Elder assigned to invite the congregation to welcome the person baptized will assist in presenting the baptismal chest before issuing the invitation to congregation.
11. After baptism, usher party back to pews, give parents box for candle, remind parents to take baptismal banner at the end of the service, and place cover back on the fount.
12. After the service dispose of the fount water by throwing it outside on the earth ground.

## Annex A.3 Lighting the Candles

### Candle Lighting

In the event the acolyte does not show up to light the candles, one of the Elders will need to light the candles prior to the start of the service and extinguish them during the closing hymn. The wick of the candle lighter is to remain lit after extinguishing all candles. Below is the order for regular and communion services.

#### a. Candelabra



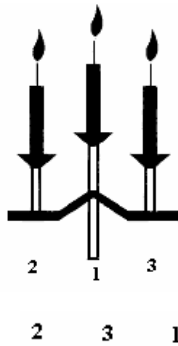
Baptism during service — Light the baptism candle after all candles in the front have been lit. When extinguishing candle, go in reverse direction with the baptism candle being first.

# Lenten Cross

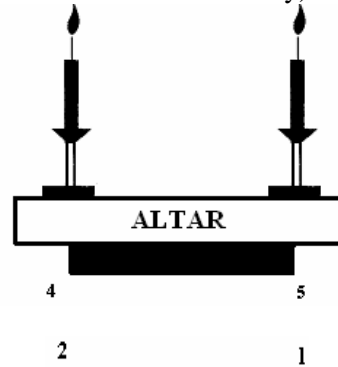
## Order of Lighting Cross Candles

1. In the event the acolyte does not show up to light the candles for the Lenten services, the Elder will need to light and extinguish the candles.
2. Light candles in the following order.

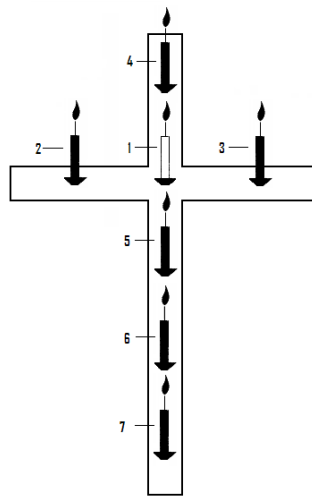
a. Candelabra



b. Altar (Communion services only)



c. Lenten Cross



### Order of Lighting Cross Candles

After the Confession and signal from Pastor, extinguish the number of candles for that week, starting with last lit candle. **Do not extinguish the number 1 Christ Candle at this time.**

At the end of the service, extinguish all candles in the following order:

1. Altar Candles
2. Lenten Cross Candles
3. Candelabra ( after extinguishing the center candelabra candle go back to the Lenten Cross and light the candle lighter from the Christ Candle (#1) then extinguish the Christ Candle and leave the altar area, exiting the east door with the lit candle lighter.

# Advent Wreath

## Candles

1. In the event the acolyte is not present to light the candles for the Advent service, the Elder will need to light and extinguish the candles. The Advent wreath candles will not be lit at the beginning of the service but, rather, will be lit at the time as directed by the Pastor near the beginning of the service. The appropriate candles will be lit corresponding with the week of Advent with the Saturday and Sunday being included in the coming week.
2. The Advent Wreath replaces the Candelabra during the Advent Season.
3. Light candles in the following order.



### THE MEANING

#### **1st CANDLE- (purple) "CANDLE OF HOPE"**

We can have hope because God is faithful and will keep the promises he made to us. Our hope comes from God. (Romans 15:12-13)

#### **2nd CANDLE- (purple) "CANDLE OF PEACE"**

"May God, the source of all patience and encouragement, enable you to live in perfect harmony with one another according to the spirit of Christ Jesus, so that with one heart and voice you may glorify God" (Romans 15:5-6).

#### **3rd CANDLE- (pink) "CANDLE OF JOY"**

The angels sang a message of JOY! (Luke 2:7-15)

#### **4th CANDLE- (purple) "CANDLE OF LOVE"**

God sent his only Son to earth to save us, because he loves us! (John 3:16-17)

#### **5th CANDLE - (white) "CHRIST CANDLE"**

The white candle reminds us that Jesus is the spotless lamb of God, sent to wash away our sins! His birth was for his death; his death was for our birth! (John 1:29 and John 3:1-8)

## ***Annex A.4 Appointed Elder Ministry Description***

Appointed elders serve an important role in the church as role models of what it means to be a disciple of Jesus who will Gather, Grow, Go and Give in the name of Jesus. It is a humble privilege to serve as an elder, selected by fellow Christians to serve in this capacity.

Appointed elders are not expected to attend monthly meetings, but they are welcome to attend the executive elder monthly meeting. They would receive training at one training session to carry out the two primary responsibilities as follows:

1. Worship assistance including the following (details provided in Annex B Elders Checklist – Elders As Servant):
  - a. Thank and encourage (email, card, phone call, etc.) your assigned “neighborhood contact persons” at least twice a year as they communicate with the families in their neighborhood.
  - b. Sign, process, and mail the Easter letter and the Christmas letter to all members assigned within your neighborhoods.
  - c. As time permits, contact a family (email, card, phone call, etc.) at a time when faith milestones occur, such as baptism, confirmation, anniversaries, etc.
  - d. Be receptive to questions or concerns from the families in your assigned neighborhoods if they occur.
2. Care of Members (normally 3-5 neighborhoods per elder).
  - a. Thank and encourage (email, card, phone call, etc.) your assigned “neighborhood contact persons” at least twice a year as they communicate with the families in their neighborhood.
  - b. Sign, process, and mail the Easter letter and the Christmas letter to all members assigned within your neighborhoods.
  - c. As time permits, contact a family (email, card, phone call, etc.) at a time when faith milestones occur, such as baptism, confirmation, anniversaries, etc.
  - d. Be receptive to questions or concerns from the families in your assigned neighborhoods if they occur.



## ***Annex A.5 Neighborhood Elder Training***

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**Matthew 9:37-38, “The harvest is plentiful but the workers are few. Ask the Lord of the harvest, therefore, to send out workers into his harvest field.**

### **A. Why we care -**

1. Christ is the heart of care! **Read Luke 10:25-37** “The Good Samaritan”
2. Christ calls us to care. **Read Matthew 25:25-40** “What You did for Me”

### **B. People Care at Timothy -**

1. A changing ministry. Elders of today, *The Caring Elder*, Victor A. Constien,
2. Different areas of Care Ministry –
  - a. One-To-One (Stephen Ministry)
  - b. Small Group
  - c. Special Groups – Grieve Support, Divorce support and so on.

### **C. How it works -**

1. Attitude: Whose attitude should we imitate? “CHRIST”
2. **Read Philippians 2:5-11**
  - a. **THE BEST POSITIVE ATTITUDE IS ONE LIKE CHRIST’S.**  
Often people excuse selfishness, pride, or evil by claiming their “rights.” They think, I can cheat on this test; after all, I deserve to pass this class, or I can spend all this money on myself-I worked for it, or I can get an abortion; I have a right to control my own body. But as believers, we should have a different attitude; one that enables us to lay aside our rights in order to serve others. If we say we follow Christ, we must live as he lived. We should develop his attitude of humility as we serve, even when we are not likely to get recognition for our efforts. Are you selfishly clinging to your rights, or are you willing to serve?
  - b. Caring heart – confidentiality, it builds trust.  
“What’s said in this room – stays in this room.”

### **D. What’s available to assist Elders and Neighborhood Contact people -**

1. Sample prayer
2. Sample telephone call
3. Conversation starters
4. Bible verses

### **E. Neighborhood ‘Contact Person’ and Elder Support Meeting**

1. Meet to support one another
2. Share joys/concerns – come together quarterly or semi-annually
3. Share thoughts and concerns with staff

*Annex A.5.1 – Example of Correspondence (Email, letters, phone calls)*

Dear Timothy Member,

God's church family is like our families at home. We have joys, sorrows, concerns, and celebrations. As an elder of our church family, I encourage you to keep growing in your faith through the joys, sorrows, concerns, celebrations. Jesus is there with you in all these times. Your church family is there for you in these times as well. We will pray for you, stand with you, and encourage you in any way we can.

If you have a joy or concern we can pray for, please contact me or let the church office know so that we can uplift you and your family. Are there needs in your spiritual life that we are not addressing? Is there anything that you feel we are not doing in serving and meeting your spiritual needs? Please let us know and we will do our best to address them

**(Elders - add a thought about something coming up like Easter, Christmas, VBS or other discipleship opportunities to the whole church).**

You may contact me at my email address or call me at (phone number). I will do my best to serve you as a fellow member of the Body of Christ and of our Timothy Church family.

Blessings from your Timothy elder,  
{Elder's name}

Dear Timothy Member,

As an elder of Timothy Church, it is a joy to serve Him as I assist the pastors in public worship and in the care of His people.

I serve as an elder because I believe the family of Jesus is a family unlike any other. Like our earthly family, our church family is a place where we know we belong and we know we are loved.

As an elder of our church family, I want to share Christ's care with you. Is there a concern for which I can pray? Is there a spiritual need our church family can help with?

**(Elders - add a thought about something coming up like Easter, Christmas, VBS or other discipleship opportunities to the whole church).**

You may contact me at my email address or call me at (phone number). I will do my best to serve you as a fellow member of the Body of Christ and of our Timothy Church family.

Blessings from your Timothy elder,  
{Elder's name}

## SUGGESTIONS FOR WHAT TO SAY WHEN TELEPHONING — FIRST CALL

THE PURPOSE OF THE CALL is to show care and let them know that they are missed. Our goal is to bring them back into regular fellowship with the family of God here at Timothy.

WHEN YOU CALL *(be ready to listen)*:

1. Introduce yourself — as an elder — from Timothy — calling to care for members with the pastors.
2. They have been missed — as noted over the last 2 years especially. *(Please apologize for us is this is not the case.)*
3. We are concerned for them — specifically their relationship with the Lord.
4. Our vital concern is that they remain strong in faith and grow in Christ. That was the intention of joining the church. Worship and participation in the church life is important for this to happen
5. What encouragement can we give to help them?
6. Are there any barriers we can help remove for them?
7. Are there any broken relationships we can help restore for them — ask for forgiveness — or free them from some guilt of the past — with a person — or with God?

### A SUGGESTED CONVERSATION

“Hi, \_\_\_\_\_. I’m \_\_\_\_\_ calling from Timothy Lutheran Church.

As an elder, I am helping the pastors to care for members of our church. *(Wait for reply ... small talk.)*

I am checking on some folks we have missed from our fellowship — that is, who have not been with us — especially as we have noticed it in the last several months. *(Wait for reply, as needed. If they indicate this is not correct, apologize for the church and continue on.)*

We are concerned for you, and especially your relationship with the Lord. We know that everything does not rest on worship and activities at the church, but it is one signal we use for helping people

in their faith journey. We want you to remain strong in faith in the Lord Jesus, and worship and participation with this family of believers is one clear way that it happens. We want you to be strong in faith to deal with all that you must encounter in this world. This is why I am concerned for you. *(Wait for reply...)*

What encouragement can I give to help you? Can I call you up on Saturday evenings and/or Sunday mornings? *(Wait for reply... Offer other suggestions.)*

- Are there any barriers I can help you overcome?
- Is there a broken relationship between you and someone else that needs to be restored, where someone hurt you or you hurt someone else?
- Is there something from the past that stops you from worshipping God?
- Are you angry with God or upset with God about something?
- I cannot solve any of these for you, but I can listen and let you know again how much Jesus loves you very and wants you in regular worship and fellowship with other believers. *(Listen carefully)*

Thank you for your time. I will be praying for you along with other members of our church. *(If you are able and willing, you might say prayer with them over the phone if they are receptive to the idea.)*

## ***Annex B – Elders as Servants Checklists***

### **Annex B.1 – North Campus Service Procedures**

#### **PRE-SERVICE:**

1. Please arrive a minimum of 30 minutes prior to service and let the pastor(s) know you are serving. On special services, it is vital you arrive 30 minutes early for instruction.
2. Wear an elder name tag. Name tags are located in the usher's cabinet located in the narthex cloak room. Return the name tag to the usher cabinet after the service.
3. Upon arrival, consult with your fellow elders to coordinate duties and with the Pastors for any special service needs.
4. 6:00pm Saturday – Perform the duties below as noted in the 8:30am *and* 9:45am services.
5. 8:30am Sunday – verify all lights are on and doors unlocked. (Key in ushers cabinet)
6. 9:45am Sunday – turn off lights and lock doors following the service. (Key in ushers cabinet)
7. Check worship planning sheet for special notices relating to the service. (On reception desk by offices)
  - a. Check for Baptism. (see instructions)
  - b. Check for special needs or assistance in worship.
  - c. Check with pastor(s) for special needs or requests relating to the service.
8. Water – please provide one glass of water for the pastors in the chancel area next to the chairs.
9. Check the receptionist phone general mailbox for important messages:
  - a. Phone System Hit MAILBOX button
  - b. Pass code – 5300
    - i. Hit L (5) to listen to messages
    - ii. Hit BB (22) to go back to beginning of message
    - iii. Hit S (7) and (5) to save message or
    - iv. Hit E (3) to erase message
    - v. Hit x (9) to exit this mailbox
    - vi. Hit x (9) again to exit system
    - vii. Hang up
10. Help prepare acolyte for service or light the candles in the event an acolyte is not present. Light candles approximately two minutes before the service begins. Extinguish candles during the closing song if an acolyte is not available. See “Candle Lighting Procedures” on page 13. A similar candle lighting chart is located next to side entrance of the sanctuary.
11. Provide assistance to the pastors as worshippers seek help before and after services.

12. Communicate with the usher captain on special events or situations occurring in the service, including those related to Baptisms and the reserving of seats for the family.
13. Baptism Preparation:
  - a. Place Baptismal banner on wall next to Baptismal font.
  - b. Place candle and cloth on Baptismal font.
  - c. Make sure faith chest is ready for presentation. Faith chests are available to children up to 4 years of age.
  - d. Fill baptismal font with warm water.
  - e. Help welcome the family and direct them to the reception area to meet the Pastor and answer any questions.
14. Communion Preparation:
  - a. Verify altar is prepared for Holy Communion.
  - b. Verify there is plenty of wine and bread for the service.
  - c. Discuss and coordinate Elder duties related to communion with the other elder(s) prior to the start of the service.
15. Pray with the pastors at the side entrance of the worship center prior to the service beginning.

***DURING THE SERVICE:***

16. God's Love booklets – Please be prepared to distribute God's Love booklets immediately at the beginning of worship – typically following the welcome of visitors. Come forward as visitors are welcomed and booklets introduced.
17. Special Instructions for Requests for Financial Assistance: If someone interrupts a worship service with a request for prayer, the worship leader will respond appropriately. If a person asks for financial assistance during the service, the worship leader will direct them to the elder on duty, who will escort the person to the lobby where the elder will determine the need. For all instances of need, whether shared during a worship service or made known before or after a service, the elder will:
  - a. Ask questions to determine the extent of the need, and if they believe the need to be legitimate.
  - b. Understanding that most needs are not urgent, the elder can suggest that the person call the church office to speak to the Care Minister on the following week day (Monday-Thursday).
  - c. If the need is urgent, the elder can call the Care Minister at her cell phone number (816-678-6557) to have her speak with the person over the phone. The Care Minister can determine if she needs to meet with the person at that time or set up an appointment.

- d. Requests that the church will consider helping with include motel lodging (we work with the American Inn), food (if there is any in the food closet), gasoline, and utility assistance (which will need to be done on a week day). Gasoline vouchers need to be issued by a pastor or Care Minister; motel lodging needs to be arranged by a pastor or Care Minister.
  - e. If the person is homeless/hitchhiking and just needs food or a care package, food can be obtained from the food closet and a care package is located on top of the file cabinets in the reception area outside the pastors' offices. The care package is a zip lock bag with deodorant, soap, toothbrush, toothpaste, etc. There are also t-shirts that can be given out.
  - f. In all cases where the church is providing assistance, a copy of the person's photo ID (driver license, state issued ID, etc.) needs to be made and given to the Care Minister (you can leave it in her church mail box).
  - g. Timothy does not provide cash to individuals in any circumstance.
18. Worship with your family – please do not allow serving to distract you from worship.
19. **Baptism:** Please note Baptisms at the 8:30 am service are scheduled after the opening song and Baptisms at the 9:45 am service are scheduled following the song after the sermon.
- a. During the song prior to the Baptism help the family move forward to the Baptismal font. Be in position prior to the song ending.
  - b. One elder will stand near the baptismal font with the family and be prepared to light the Baptismal candle as it is being introduced.
  - c. After the lighting of the candle, the other elder will be prepared to present the faith chest on the chancel area as it is being introduced.
  - d. Following the faith chest presentation, the elder in the chancel area will welcome the newly Baptized to the congregation from the lectern using the following words: *“I invite the congregation to please join me in welcoming (NAME) into the Lord's family.”*
  - e. At the completion of the Baptism place the faith chest next to the family and remind them to take it and the banner with them as they leave the worship.
20. **Communion:** This is a humbling calling to serve the Lord's Supper. Please serve with reverence and honor.
- a. During the service, prepare yourself through prayer and self-examination for this sacrament of forgiveness. You are not only distributing, but receiving the Lord's Supper.
  - b. Following the general prayers come forward and commune first; the ushers will join you.
  - c. If there is only one Pastor (usually one Pastor at the Saturday evening service and Sunday 9:45 am service), one of the serving Elders will complete the following:

- i. While the Pastor takes prayer requests as he walks through the congregation, one elder will uncover the wine and bread to prepare the table. Place one common cup and one plate of bread next to the Bible for the pastor to bless during the words of institution.
  
- ii. One elder will Commune the Pastor as follows:  
 Distribute the bread - "Take and eat, this is the true Body of your Lord and Savior, Jesus Christ, given unto death for your sins."  
  
 Distribute the wine – "Take and drink, this is the true Blood of your Lord and Savior, Jesus Christ, shed for you for the forgiveness of your sins." Say departing words – "May this true Body and Blood of your Lord and Savior, Jesus Christ, strengthen and keep you in the one true faith until life everlasting."  
  
Make the sign of the cross and say "Depart in His Comfort and Peace. Amen."
  
- d. We will now serve each side of the table independently with one Pastor (or covering 3<sup>rd</sup> elder) and one elder. Saturday service will commune one side of the table at a time.
  - i. An elder will serve both traditional wafer and gluten free wafer. One gluten free wafer jar will be set on each end of the altar. Communicants will usually point to the altar after refusing the traditional wafer. Do not touch the gluten free wafers. Instead, remove the lid from the gluten free wafer jar and present it to the communicant to remove themselves.
  - ii. The pastor (or covering third elder) will serve both the common cup and individual cup.
  
- e. Commune table starting at the center and moving to the sides with "Take and eat, this is the true Body of your Lord and Savior, Jesus Christ, given unto death for your sins." Place wafer in the communicant's hand.
  
- f. The Pastor (or third covering elder) may be asked to bless the children and those not receiving the bread and wine using the following suggested wording:  
 "May God continue to bless and keep you as you grow in your faith"  
 "May the love of Jesus be with you always."  
 "Jesus loves you. May you continue to grow in faith in his love."  
 "May the grace of Jesus be with you always."



- g. After finishing with last table, help the Pastor serve any communicants that need to be communed in their pew and assist as needed in covering the elements. One of the ushers will stand by the communicants being served in their pew. On Sunday mornings, when there are a large number of communicants needing served in the pews, please form two teams to serve. This is important at the 8:30 am service to help in timing to help prevent the service from running into the 9:45 am service.
  - h. When finished, walk out from Altar, bow and return to your seat.
21. Extinguish candles during the closing song if an acolyte is not available.
  22. Please greet those exiting at a side door not covered by a pastor.

***AFTER SERVICE:***

23. Elders at the 8:30am service are asked to communicate any needed information to the elders serving at 9:45am service. This is very helpful especially when the 8:30am service is running late.
24. In the event of a Baptism, please make sure the family takes the Baptismal candle, cloth, faith chest and banner.
25. Empty the Baptismal font if used and pour the water outside on the grass at the chancel south hall exit door.
26. Help ushers as needed with the offering.
27. Turn out all building lights starting with the sanctuary lights after everyone has exited the sanctuary. The sanctuary light switches are located at the south end of the chancel area which control all sanctuary lighting except the balcony which is controlled by a rheostat located on the wall behind the sound technician desk. After people have cleared the areas, verify that lights have been turned off on the south 100 hallway and classrooms, the Fellowship Hall area, 500 first floor hallway, second floor 500 hallway and classrooms, the Family Life Center and kitchen, the southwest entrance area, and the narthex.
28. Secure the church and lock all building doors. The building master key is located in the usher's cabinet in the cloak room of the narthex. Lock double doors located at the southeast entrance, the east entrance, the three southwest entrance doors, and the double doors to the narthex. Please note, the automated doors by the ECC office and the south entrance are timed to lock automatically. Do not attempt to lock these doors using the key.
29. Adjust all thermostats to appropriate temperatures. Thermostats to be adjusted are located at the south and north entrances to the sanctuary, in the narthex, and the south entrance hallway.

## **Funeral Service Procedures**

### **GENERAL:**

1. Funeral services may include a funeral director who assists the family and worshippers with the service. In many instances, the funeral director may not be familiar with the Timothy building facilities so it is the elder's responsibility to assist and respond to the funeral director's requests and coordinate with the Pastor and the family, as requested. Generally, one elder is assigned to a funeral service when a funeral director's services are included.
2. For funerals that do not include the services of a director, two elders will be assigned to assist in the funeral.
3. Funeral services, generally, do not include Timothy ushers. Consequently, the elder's duties for funeral services will include certain usher's duties as noted herein.

### **PRE-SERVICE:**

1. Arrive a minimum of 30 minutes prior to the service and let the funeral director and the pastor(s) know you are serving.
2. Wear an elder name tag. Name tags are located in the usher's cabinet located in the narthex cloak room. Return the name tag to the usher cabinet after the service.
3. Consult with the Pastor upon arrival for any special service needs.
4. Verify all required lights are turned on and doors unlocked. (Key is in the usher's cabinet.)
5. Water – please provide one glass of water for the Pastors in the chancel area next to the chairs.
6. Reserve adequate seating in the right front pews for the family seating. Place "Reserved" signs on the pews; clip-on signs are located in the usher's cabinet.
7. Generally, an acolyte is not present for funeral services, so the elder will light and extinguish the candles using the candle lighting procedures for a regular worship service.
8. Provide assistance to the pastor(s) as worshippers seek help from the pastor(s) before and after the services.
9. When a funeral director is not provided:
  - a. Direct worshippers to, and offer them to sign, the worship attendance book.
  - b. Offer worshippers memorial cards and donation envelopes.
  - c. Distribute memorial bulletins, if available, to worshippers. If a visitation takes place prior to the start of the funeral service, worshippers may already be seated in pews

without re-entering the sanctuary. Offer memorial bulletins to those worshippers seated in pews by walking the sanctuary aisles while holding a memorial bulletin.

- d. Usher the family to their reserved pews at the time directed by the Pastor.
- e. Collect all memorial envelopes and place them in the safe, or other location as directed by the Pastor, prior to the start of the service.

10. Extinguish the candles during the closing song.

**DURING THE SERVICE:**

- 1. Coordinate with the funeral director, as required.
- 2. Worship with your family and friends.

**AFTER THE SERVICE:**

- 1. Usher the family out of the sanctuary if a director is not present.
- 2. Usher the worshippers out of the sanctuary.
- 3. Turn out the building lights after worshippers have left the sanctuary using procedures as indicated on page 25, item 27.
- 4. Secure the church and lock all building doors using the procedures as indicated on page 25, item 28.
- 5. Adjust all thermostats to appropriate temperatures as indicated on page 25, item 29.

## ***Annex B.2 - South Campus Service Procedures***

### ***PRE-SERVICE:***

1. Please arrive a minimum of 20 minutes prior to service and let the pastor/worship leader know you are serving. Arrive 30 minutes early during special services for instruction.
2. Verify all lights are on and doors unlocked.
3. Check worship planning sheet in the sound booth for special notices relating to the service.
  - a. Check for Baptism. (see instructions)
  - b. Check for special needs or assistance in worship.
  - c. Check with pastor/worship leader for special needs or requests relating to the service.
4. Help prepare acolyte for service or light the candles in the event an acolyte does not show. Light candles approximately two minutes before the service begins.
5. Provide assistance to the pastor/worship leader as worshippers seek the help of pastors before and between services.
6. Communicate with the usher captain on special events or situations occurring in the service, especially those related to Baptisms and the reserving of seats for the family.
7. Baptism Preparation: Place Baptismal banner on wall next to Baptismal font.
  - a. Place candle and cloth on Baptismal font.
  - b. Make sure faith chest is ready for presentation. Faith chests are available to children up to 4 years of age.
  - c. Fill baptismal font with warm water.
  - d. Help welcome the family and direct them to the reception area to meet the Pastor and answer any questions.
8. Communion Preparation: Verify altar is prepared for Holy Communion.
  - a. Verify there is plenty of wine and bread for the service.
  - b. Discuss and coordinate Elder duties related to communion with the other elder(s) prior to the start of the service.
9. Join the worship team and leader for prayer prior to the beginning of the service on the stage.

### ***DURING SERVICE:***

10. God's Love booklets – Please be prepared to distribute God's Love booklets immediately at the beginning of worship – typically following the welcome of visitors. Come forward as visitors are welcomed and booklets introduced.
11. Worship with your family – please do not allow serving to distract you from worship.

12. **Baptism:** Please note Baptisms are at the beginning when a pastor is leading the service and at the end by the preaching pastor if a pastor is not leading the service.
  - a. During the song prior to the Baptism help the family move forward to the Baptismal font. Be in position prior to the song ending.
  - b. Be prepared to light the Baptismal candles as it is being introduced.
  - c. After the lighting of the candle be prepared to present the faith chest as it is being introduced.
  - d. Following the faith chest presentation, welcome the newly Baptized to the congregations: *Elder: I invite the congregation to please join me in welcoming (NAME) into the Lord's family.*
  - e. At the completion of the Baptism place the faith chest next to the family and remind them to take it, and the banner, with them as they leave the worship.
13. **Communion:** This is a humbling calling to serve the Lord's Supper. Please serve with reverence and honor.
  - a. During the service, prepare yourself through prayer and self-examination for this sacrament of forgiveness. You are not only distributing, but receiving the Lord's Supper.
  - b. Following the words of institution come forward and commune first *with the worship leader/Pastor.*
  - c. Communion procedures: See page 23, item 20.
  - d. The pastor/worship leader will speak the sending words.
14. At the end of the service please greet those exiting at a door not covered by a pastor.

**AFTER SERVICE:**

15. In the event of a Baptism, please make sure the family takes the Baptismal candle, cloth, faith chest and banner.
16. Extinguish candles during the closing song if an acolyte is not available.
17. Help ushers as needed with the offering.
18. Lock all doors following the service. PLEASE NOTE – the automated doors are timed to lock on their own – do not lock with a key.
19. Turn off lights as the people leave.

### **Annex B.3 - Saturday Evening Worship Checklist**

The elder scheduled to serve at this service needs to arrive at least 30 minutes to ensure that the doors are unlocked, lights on, sitting area is properly configured, etc.. Below are items that need to be attended in order to have a meaningful worship experience:

WHEN	WHO	WHAT TO DO
5:00 p.m.	Musicians/ Sound Tech	<ul style="list-style-type: none"> <li>● Practice! (Leave Door unlocked)</li> </ul>
5:30 p.m.	<b>Elder</b>	<ul style="list-style-type: none"> <li>● Unlock DOORS as needed. Main worship center doors (Need only 2 open as the third handicap door is on automatic timer). South side door entrance to office area is also on automatic timer to unlock and lock.</li> <li>● Turn lights and fans on if not already on.</li> <li>● Check with service clipboard for any special instructions and with the Pastor to determine if he has any other last minute instructions for worship.</li> <li>● If COMMUNION is served, check that it is in place and ready to include center step handrail. Talk with the Pastor for distribution details and check with ushers concerning persons needing in-pew communion distribution.</li> <li>● When there is a BAPTISM, check that the fount and Baptismal candle stand is in place. Fill the fount with water. Secure candle, Baptismal napkin, and banner from the sacristy.</li> <li>● Check to see if there are USHERS to serve. If not, recruit a couple of people</li> <li>● Smile and have fun greeting people</li> </ul>
5:30 p.m.	Pastor	<ul style="list-style-type: none"> <li>● Will coordinate with MUSIC LEADER and check on the above items with the Elder</li> </ul>
5:30 p.m.	PowerPoint Person (PPP)	<ul style="list-style-type: none"> <li>● Arrives and turns on PC and projector and runs through slides to familiarize themselves with service flow and to check screen alignment</li> </ul>
5:45 – 5:50 p.m.	All involved in Worship	<ul style="list-style-type: none"> <li>● PRAY TOGETHER!</li> </ul>
5:50 – 5:55 p.m.	Musicians/ Sound Tech / <b>ELDER</b>	<ul style="list-style-type: none"> <li>● Start PRE-SERVICE Music</li> <li>● Since there is usually no acolyte. Elder will NEED to light candles</li> </ul>
6:00 p.m.		<ul style="list-style-type: none"> <li>● LET'S WORSHIP</li> </ul>
(After service)	PPP / Musicians	<ul style="list-style-type: none"> <li>● Turns equipment off.</li> </ul>
(After service)	<b>ELDER</b>	<ul style="list-style-type: none"> <li>● Ensure that attendance is recorded by usher or by elder.</li> <li>● If there was COMMUNION, assist the Altar Guild person in taking communion-ware to the kitchen.</li> <li>● If there was a BAPTISM, empty the water.</li> <li>● Pick up what is on the pews and put them in the basket and leave this for the next day</li> <li>● Tidy up – LIGHTS/FANS off and secure building doors</li> </ul>

***Annex C – Elders Policies***

While the Timothy Lutheran Church Bylaws form the ultimate governing rules for the church, the Executive Elders will set various policies that remain consistent with the bylaws but are required to provide guidance and clarity to day to day ministry decisions.

All elders may submit a policy proposal which will be discussed and approved or disapproved by the Executive Elders. All policies that are approved will be placed into this annex and communicated to all elders, pastoral staff members, and to the leadership of Timothy Lutheran Ministries. The establishment of financial accounts is not within the authority of the Executive Elders; therefore, all requests for new accounts must be submitted to the Timothy Lutheran Ministries Executive Board for approval. Collection and disbursements of funds must follow the financial guidelines and policies established by the church’s Executive Board.

**# 1100 Supporting Called Church Workers Policy      Effective Date: 10/13/09**

**PURPOSE AND POLICY STATEMENT**

To establish a policy that supports all called church worker within the congregation.

The Elders seek to support all sons and daughters within the congregation that accepts God’s call to serve Him. The support may range from prayer and encouragement to financial aid. The source of financial aid may come from a number of internal sources (mission tithe, established scholarship funds, restricted funds, etc.).

**Approved By Executive Elders on :** October 13, 2009

**# 1200 Elders Restricted Fund Policy      Effective Date: 10/13/09**

**PURPOSE AND POLICY STATEMENT**

To establish a policy for the use and disbursement of funds in the Elders Restricted Fund. Funds in the account can be used, but not limited to, any item, service, or expense which supports the Elders in discharging their responsibilities as documented in the church’s Bylaws and in the Elders approved policies.

**Approved By Executive Elders on :** October 13, 2009