

Timothy Lutheran Ministries



Elders Ministry Manual

APPROVED
September 30th, 2022

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SUMMARY OF REVISIONS:

This manual revision supersedes the Timothy Lutheran Church's "Elders Ministry Manual" dated June 1, 2019.

SUMMARY OF REVISIONS	
CHANGES	DATE OF CHANGE
Complete manual revision.	September 30 th , 2022

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1. Mission

The mission of the Elders is to faithfully support Timothy Lutheran Ministries' mission statement of "Transforming Lives through 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 enough elders necessary to accomplish 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 Elected Elders requires that only men noted for their Christian knowledge and zeal are called to serve the congregation. The Elders will call enough men to fulfill its governance charge. The Elders will maintain an executive body, referred to as "Elected Elders" elected by the Voters Assembly, consisting of at least eight (8) members: Director, Assistant Director, Secretary, Worship Elder Assistant, Prayer Elder Assistant, Congregational Care Elder Assistant, Ministry Staff Care Elder Assistant, and Personnel Elder Assistant.

4. Responsibilities

4.1 Director

The Director will communicate with pastoral staff, the Assistant Director, Secretary, the Assistant 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 unusual circumstances, e.g., call staff vacancies, etc.
- b. Maintain constant communication with the Pastoral Staff as to the matters of the Elders and the spiritual welfare of the church.
- c. Collaborate with the Secretary on providing agenda items and maintaining the minutes of the meeting.
- d. Assign Elder Assistant assignments and maintain communication and support with them.
- 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. Collaborate 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 Assistant 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. Collaborate with the Director on items to be placed on the agenda of Elected Elder meetings.
- d. Maintain communication and support with the Assistant Elders of Worship, and Congregational Care.
- e. Collaborate with the support staff to communicate elder issue in Ministry Matters, in the Timothy Connects, 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 Elected Elder meetings. Distribute copies of the minutes to Elders and to Timothy Leadership groups electronically.
- 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 Elder Assistants

Elder Assistants have the responsibility to communicate the general business conducted during Elected elder's meetings to elders within their area of ministry and to their assigned commission as needed. They also have the responsibility to schedule communication time with their appointed elders and volunteers to discuss matters that directly affect their area of ministry and report such information to the Elected Elders. All elder assistants are expected to attend commission meetings as assigned. If commission meetings cannot be attended, the elder assistant needs to notify the other elected elders, asking for one of them to attend the commission meeting in their absence.

4.4.1 Worship Elder Assistant

- a. Report to the Assistant Director of Elders.
- b. Attend Elected 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 appointed 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 Prayer Elder Assistant

- a. Report to the Director of Elders.
- b. Attend Elected 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. Encourage and support the elders as assigned in the Elders Circle of Care Chart, contacting them at least twice per year by phone.
- f. Encourage and conduct meetings with supportive elders and prayer ministry team/s as needed.

4.4.3 Congregational Care Elder Assistant

- a. Report to the Assistant Director of Elders.
- b. Attend Elected 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 support in maintaining a 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. Collaborating with other elders, the Elected 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 Staff Care Elder Assistant

- a. Report to the Director of Elders.
- b. Attend Elected Elder meetings.
- c. Oversee the areas of service related to Staff Care opportunities and supportive elders.
- d. Collaborate with and provide a team of people to help in the areas of personal support to the called staff.
- e. Collaborate with Assistant Prayer Elder and team of prayer partners in the support of called staff.
- f. Coordinate and collaborate with appointed 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 Personnel Elder Assistant

- 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. Collaborate 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 Appointed Elders

Appointed elders serve a key 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 them. They will receive on-the-duty training and expected to attend elder training sessions, as needed, to perform the two primary responsibilities as follows:

1. Worship assistance
2. Care of members

4.6 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. Support members within their assigned neighborhoods
 - a. Make caring connection contacts to your assigned neighborhoods at least two times a year.
 - b. Contact (call, email, or send a card) to neighborhoods households at special times (faith milestones or celebrations such as baptism, confirmation, anniversaries, etc.
 - c. Be 'ready and receptive' for concerns, needs, and to give support to your neighborhood households – especially for spiritual matters.
2. Make hospital or home visits, as equipped and gifted, in the absence of a pastor to members within their care as personal time allows.
3. Coordinate with and assist the Elected Elders in making periodic contact with inactive members within your assigned neighborhood.
4. Pray for and encourage the spiritual growth of 8th grade confirmation students.

- a. ¹Elders shall be assigned students in their care to pray for and encourage in their spiritual journey through their celebration.
 - b. ¹Elders shall make periodic contacts inviting and encouraging the students in continue worship following The Rite of Confirmation.
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.

¹ Future responsibility

Annex A – Training Aids

Annex A.1 Neighborhood Elder Training

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, etc..

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

Annex A.1.1 – Example of Neighborhood Correspondence

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)

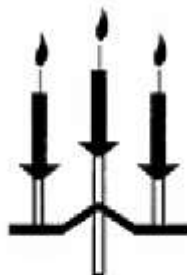
Thank you for your time. I will be praying for you along with other members of our church. *(If you are able and willing, you might say a prayer with them over the phone if they are receptive to the idea.)*

Annex A.2 Lighting the Candles

Annex A.2.1 Worship Service 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.

Candelabra



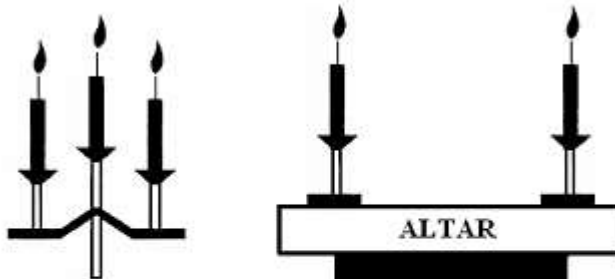
2 1 3

Lighting Order

2 3 1

Extinguish Order

Communion Service



2

1

3

4

5

Lighting Order

4

5

3

2

1

Extinguish Order

Annex A.2.2 Paschal (or Christ) Candle Lighting

The Paschal Candle points to the resurrection of Christ as the light that shines in the darkness of a world in death. It is lit for Easter, and for other worship services, as designated by the pastor that celebrate the resurrection of Christ and the promise of resurrection and eternal life that His resurrection is to us, such as baptisms and funerals. **(Note: At the Wyatt campus, there is a large pillar candle behind the Cross that is lit prior to the beginning of the service. That is the live candle which is also used to light the baptismal candle.)**

1. **Baptism Service** — The Christ candle should be near the baptismal fount. It is the last candle to be lit before the service. The candle's flame is used to light the baptismal candle. When extinguishing the candle, go in reverse direction with the baptism candle being first to be extinguished.
2. **Easter, Funerals, and other Designated Services** – The Christ candle does not need to be moved from its normal location. The lighting of the candle is the same as for baptismal services. (i.e., Last candle to be lit before the service and first candle to be extinguished at the close of the service).

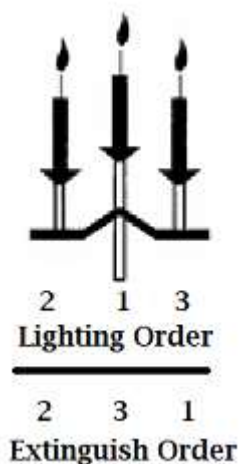
Pascal (Christ) Candle



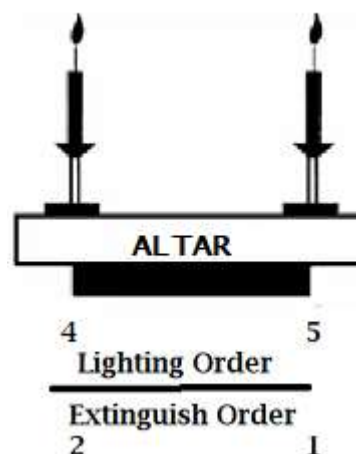
Annex A.2.3 Lenten Cross Candle Lighting

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

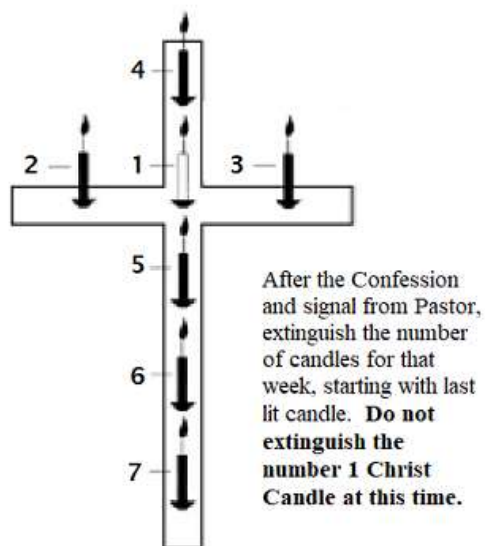
Candelabra



Altar
(Communion services only)



**Order of Lighting
Lenten Cross
Candles**

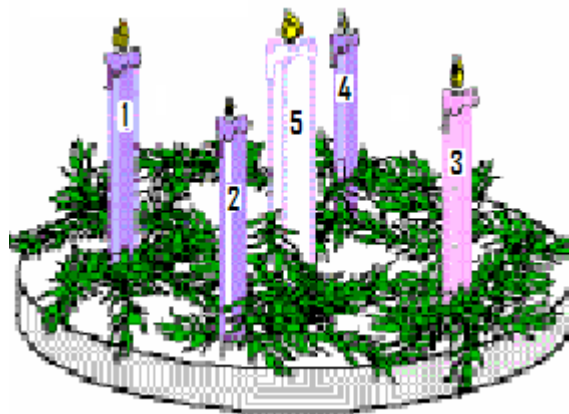


At the end of the service, extinguish all candles in the following order:

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.

Annex A.2.4 Advent Wreath Lighting

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.3 General Worship Service Preparation

Preparing for worship service requires that assigned elders assisting the pastor/s need to arrive at the church no later than 30 minutes prior to the scheduled worship time. All elders need to wear an elder name tag while serving as an elder. You may use your specific name tag or a generic “**Elder**” name tag.

PRE-SERVICE:

1. Assigned elders should notify the pastor of their arrival and coordinate together on who is going to perform which of the following duties.
2. Review the order of worship service sheet that is located on the Member Services desk area near the south door of the RD Mize campus or at the sound booth at the Wyatt campus for updated or special notices relating to the service.
3. Unlock the manual doors, doors without electromagnetic above them, as needed for worshiper to enter worship area. The doors with electromagnetic above the doors are programming to open and closed at set time.
4. Ensure worship area lights are ‘on,’ thermostats are at a comfortable temperature, and in the same mode (heating or cooling).
5. Ensure water is placed for the pastors.
6. Coordinate with the usher captain to ensure he has enough ushers.
7. Lighting of the candles. (See **Annex A.2**)
8. Meet and greet worshippers. (Hand out service bulletins as needed).

DURING THE SERVICE:

9. Distribute the “God’s Encouragement” booklets at the start of the worship as directed by the pastor or worship leader. Record the number of distributed booklets given out on the worship attendance sheet.
10. Assist usher as needed.
11. Deal with situations that may need your assistance or aid. (Example -See **Annex A.7 Financial Assistance Request Preparation**).

POST-SERVICE:

12. Extinguishing of candles. (See **Annex A.4**)
13. Turn off all lights in the worship area.
14. One elder needs to be available at the Information Center to answer questions or assist in completing a Care Connection card while another elder does “People” connect duty as worshippers leave.
15. Set manual thermostats (**Heat – 65 deg, Cool – 75 deg**)
16. Do a facility walk-around to turn-off unused lights and secure the building.

Annex A.4 Communion Service Preparation

The Altar Guild will prepare the communion table and ensure an ample supply of wine and wafers are available. (**Note: At the RD Mize campus, additional wine and wafers are in the sacristy, at the Wyatt campus, they are in a locked cabinet in the small kitchenette**). Serving the Lord's Supper is a humbling calling which requires reverence and honor. Below are the elder's additional responsibilities in preparing and assisting in communion.

PRE-SERVICE:

1. Verify the altar is prepared for Holy Communion with individual glasses (**RD Mize campus will also need the common cups**), and the bread is placed on the altar in an acceptable manner.
 - a. Ensure there is plenty of wine and bread for the service.
 - b. Discuss and coordinate elder duties related to communion with the pastor and other elder(s) prior to the start of the service.
 - c. Ensure the middle step railing is in place and secure. (**RD Mize Campus only**)

DURING-SERVICE:

2. Prepare yourself through prayer and self-examination for this sacrament of forgiveness. You are not only distributing but receiving the Lord's Supper.
3. If only one Pastor is present, an elder will need to uncover and prepare the communion table, especially making sure to put a plate of bread and a cup of wine centrally on the altar for the Pastor's consecration (**RD Mize only**).
4. After the consecration of the elements come forward and commune first. If there is only one Pastor, one of the serving Elders will need to commune the Pastor and distribute the wine for the second communion table.
 - 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."** (**Note: At Wyatt campus, is this completed after all have communed.**)
5. Commune table with the bread and wine as directed by 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" or with similar appropriate words as they exist in the Order of Holy Communion in the Lutheran Worship hymnal. **Drop wafer in the communicant's hand.**

Note: The elder will serve both traditional wafers and gluten free wafers. Communicants who wish a gluten free wafer will usually point to the altar after refusing the traditional wafer. Do not touch the gluten free wafers.

b. Distribute the wine (common cup and/or individual cup) – “Take and drink, this is the true Blood of your Lord and Savior, Jesus Christ, shed for you for the forgiveness of your sins.”

Note: For young children who have not attended “Holy Communion” training and for people who chose not to receive the bread and wine, place your hand over their head and bless them, using the following suggested blessing:

“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.”

6. After finishing with last table, alert Pastor or third elder of any communicants that need to be communed in their pew and assist as needed in covering the elements.
7. After the last communicant, place all the communion ware together, covering them with the communion table cover. **(RD Mize only)**.
8. Walk out from Altar, bow, and return to your seat.

POST-SERVICE:

9. Check to see if the Altar Guild person needs any help in removing, cleaning, and storing the communion ware.

Note: At the Wyatt Campus, the elders need to coordinate with the pastor after the service whether he needs an elder to assist him in communing those individuals active in the worship service who were unable to commune during the service

10. Turn off all lights in the worship area.
11. Set manual thermostats **(Heat – 65 deg, Cool – 75 deg)**.
11. One elder needs to be available at the Information Center to answer questions or assist in completing a Care Connection card while another elder does “People” connect duty as worshippers leave.
12. Do a facility walk-around to turn-off unused lights and secure the building.

*Annex A.5 **Baptismal Service Preparation***

What a joy and privilege to be present and to participate in the Sacrament of Holy Baptism. It is not only a joy and celebration for the baptized individual and their family, but a celebration of all believers in our church family. Below are the elder's additional responsibilities to ensure all aspects and elements are in place for a baptism.

PRE-SERVICE:

1. Greet the family and direct them to the reception area to meet the Pastor and answer any questions they may have.
2. Ask the family the number of seats to reserve for family and place "Reserve" tags on the appropriate number of rows.
3. Ensure that the Baptismal font, banner, and Christ candle (**RD Mize only**) are in place.
 - a. Place warm water in the fount.
 - b. Place baptismal cloth at/near font for pastor
 - c. Unbox and unwrap, as necessary, the baptismal candle and place at/near font for pastor or the elder.
 - d. Ensure the faith chest is ready for presentation. **Note: Chests are available to children up to 4 years of age.**

DURING THE SERVICE:

4. During the song prior to the Baptism help the family move forward to the Baptismal font. Be in position prior to the song ending.
 - a. As directed by the pastor, one elder will stand near the baptismal font with the family and be prepared to light the Baptismal candle as it is being introduced.
 - b. After the lighting of the candle, the other elder will be prepared to present the faith chest. (**Note: One elder can perform both functions if needed.**)
 - c. 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.

POST-SERVICE:

5. At the completion of the Baptism, please make sure the family takes the Baptismal candle, cloth, faith chest, and banner.
6. Empty the Baptismal fount if used and pour the water outside on the earth ground.

Annex A.6 Funeral Service Preparation

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:

4. Arrive a minimum of 30 minutes prior to the service and let the funeral director and the pastor(s) know you are serving.
5. Wear an elder name tag. Name tags are located in the usher's cabinet located in the narthex at RD Mize campus or in a drawer in the information center at Wyatt Rd campus. Return the name tag to its appropriate location after the service.
6. Consult with the Pastor upon arrival for any special service needs.
7. Verify all required lights are turned on and doors unlocked. (Hex key is in the usher's cabinet at RD Mize or located by the doors at Wyatt Rd.)
8. Water – please provide one glass of water for the Pastors in the chancel area next to the chairs. **(RD Mize only)**
9. Reserve adequate seating in the front pews for the family seating. Place "Reserved" signs on the pews; clip-on signs are in the usher's cabinet.
10. Generally, there is no acolyte present for funeral services, so the elder will light and extinguish the candles using the candle lighting procedures in **Annex A.2.1 and Annex A2.2.**
11. When worshippers seek help from pastor/s before and after the services, provide assistance needed.
12. 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.
13. Extinguish the candles during the closing song.

DURING THE SERVICE:

14. Coordinate with the funeral director, as required.
15. 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. Collect any additional memorial envelopes not collected prior to the service and place them in the safe, or other location as directed by the Pastor
4. Turn out the building lights after worshippers have left the sanctuary
5. Unless otherwise directed, adjust all worship area manual thermostats to **(Heat – 65 deg, Cool – 75 deg)**
6. Before securing the church, check with pastor as to whether there are follow-up activities that requires doors to remain open. Secure appropriate manual doors with the hex key.

Annex A.7 Financial Assistance Request Preparation

Requests for Financial Assistance are normally addressed during the week by the church office. If someone ask for assistance on a Sunday morning or interrupts a worship service with a request for prayer, 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. **Timothy does not provide cash to individuals in any circumstance.**

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 Coordinator on the following weekday (Monday-Thursday).
- c. If the need is urgent, the elder may call the Care Coordinator at her cell phone number (816-213-8237) to have her speak with the person over the phone. The Care Coordinator will 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 food (if there is any in the food closet), gasoline, and utility assistance in some special case (which will need to be done on a weekday). Gasoline vouchers/cards need to be issued by a pastor or Care Coordinator.
- 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 Coordinator (you can leave it in her church mailbox).

Annex B – Elders Worship Service Procedures

Annex B.1 South Campus Procedures

Preparing for worship service requires that assigned elders assisting the pastor/s need to arrive at the church no later than 30 minutes prior to the scheduled worship time. All elders need to wear an elder name tag while serving as an elder. You may use your specific name tag or a generic “**Elder**” name tag located in one of the drawers at the Information Center.

PRE-SERVICE:

1. Assigned elders should notify the pastor of their arrival and coordinate together on who is going to perform the different duties.
2. Ensure ushers know the offering handling procedures (*After the Offering is collected, two ushers will separate the cash, checks, envelopes, and attendance cards, and place them in a single envelope. The envelop is then placed in the safe in the supply closet in the school secretary’s office.*).
3. Verify all lights are on in the Fellowship Hall, all manual doors unlocked, the Television monitors are turned on.
4. Check your Services App Order of Service and the worship planning sheet in the sound booth for special notices relating to the service.
 - a. Check for Baptism. (**Coordinate with pastoral staff and see Annex 5**)
 - b. Check for special needs or assistance in worship.
 - c. Check with pastor/worship leader for special needs or requests relating to the service.
5. Check on and assign as needed Ushers to assist with the service. Two ushers will be required to help with Communion and Offering collection. Elders should help prepare for the service by checking to see if offering baskets are ready and located at each end of the auditorium. 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 stand 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 adequate 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. Prior to service help greet and hand to service bulletins. Look for and greet guest by introducing yourself.

DURING SERVICE:

10. Be prepared to distribute “**God’s Encouragement**” 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:** Prepare to position yourself to perform your baptismal 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 Annex 4**).
 - d. The pastor/worship leader will speak the sending words.
14. At the end of the service, one elder should be present at the Information Center to assist worshiper with Care Connection needs and the other elder should 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. Lock all doors following the service. **PLEASE NOTE – The automated doors are timed to lock on their own – do not lock with a key.**
17. Turn off lights as the people leave.

Annex B.2 Multi-Campus Procedures

Elders scheduled to serve in services needs to arrive at least 30 minutes to the scheduled worship time. All elders need to wear an elder name tag while serving as an elder. You may use your specific name tag or a generic “Elder” name tag. Below are items that need attention in order to have a meaningful worship experience:

WHEN	WHAT TO DO
<p>Pre-service (30 minutes prior)</p>	<ul style="list-style-type: none"> ● Notify pastor/worship leader of your arrival and check Service Order - worship planning Sheet/App for special events (baptisms, communion, funeral, special hand-outs, etc.) (RD Mize – Member Service desk area, Wyatt – Sound Booth) ● Coordinate with the other elders, usher captain and determine role assignments ● Ensure worship area lights are ‘on,’ TV Monitors on, thermostats are at a comfortable temperature, and in the same mode (heating or cooling). ● Unlock manually locked exterior doors as needed. ● Ensure water is placed for the pastors/worship leader. (RD Mize only) ● If COMMUNION is served, ensure everything is in place and ready. (See Annex A.4) Talk with the Pastor for distribution details and check with ushers concerning persons needing in-pew communion distribution. ● 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. (See Annex A.5) ● Smile and have fun greeting people ● (Hand out service bulletins as needed). ● Light the candles a few minutes before the service. (See Annex A.2)
<p>During the Service</p>	<ul style="list-style-type: none"> ● Distribute the “God’s Encouragement” booklets at the start of the worship as directed by the pastor or worship leader. Record the number of distributed booklets given out on the worship attendance sheet. ● Assist ushers as needed and/or help recruit people to serve. ● Deal with situations that may need your assistance or aid.
<p>Post-service</p>	<ul style="list-style-type: none"> ● Extinguishing of candles (R.D. Mize only). (See Annex A.2) ● If COMMUNION was served, see if the Altar Guild person needs any help with the communion ware. <i>Note: At the Wyatt Campus, the elders need to coordinate with the pastor after the service whether he needs an elder to assist him in communing those individuals active in the worship service who were unable to commune during the service.</i> ● If there was a BAPTISM, empty the fount and pour the water outside on the earth ground. Please ensure the family takes the Baptismal candle, cloth, faith chest and banner. ● Be available at the Information Center to answer questions or assist in completing a Care Connection cards. ● Tidy up – LIGHTS/FANS off, manual thermostats (Heat – 65 deg, Cool – 75 deg) and secure building manual doors, using appropriate hex key.

Annex C – Elders Policies

While the Timothy Lutheran Church Bylaws form the ultimate governing rules for the church, the Elected 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 Elected 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 Elected 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 tithes, established scholarship funds, restricted funds, etc.).

Approved By Elected Elders on: October 13th, 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 Elected Elders on: October 13th, 2009

PURPOSE AND POLICY STATEMENT

To establish policy as it relates to membership to include maintenance and disposition of the records.

Membership:

Membership and the review of membership are under the authority of the Elders and pastoral staff. It is an important function of the church as it aids in assessing doctrinal agreement of the individual and evaluating the individual's spiritual growth.

Individuals may become a member through baptism, confirmation, transfer, or affirmation of faith. The rite of attaining membership shall be conducted by a pastor at any regular worship service of the congregation. If the rite of membership cannot be performed in a public worship setting, special arrangements may be granted subject to the approval of the senior pastor.

Review of membership is an on-going process by the pastoral staff and elders. The review provides an opportunity for intentional contact and pastoral care with members who are not participating. Members who have not been in attendance for three (3) months or more will be noted and considered a "Missing in Attendance" member. An elder and/or a pastor will contact those members with a telephone call, email, or a personal visit when appropriate. If a member fails to respond within six (6) months from the initial contact, the elders will begin sending out letters to reach out to the members, to encourage their return, and to provide information on transfer or termination if that is their wish. If there is no response from the member after three (3) years, the elders will assume the member is no longer interested in being a member, will begin the process of changing the member's status from "Active" to "Inactive," but the member will not be released. This action will be communicated to the member and to the church membership secretary. After five (5) years, those "Inactive" members with no release date will be issued a release letter, given a release date, and removed from the church membership, unless there are exceptions acceptable to the Senior pastor.

Membership Records

Church membership records normally include membership, baptism, confirmation, marriage, and deceased records. These records and documents are permanent, historical records of the church and in some case legal documents that need to be protected. These records contain confidential information and need to be kept in a safe secure place within the church and should not be removed, copied, or loaned without the approval of the senior pastor. Although computerized files may be convenient for search and indexing purposes, these electronic files are subject to the same level of protection as hard copy documents. The original handwritten or typed records are to be kept permanently never to be destroyed in accordance the church's Records Retention Schedule. If storage of records becomes an issue, the church will contact the Concordia Historical Institute in

1300 Elders Membership Policy

Effective Date: 5/9/2017

Saint Louis, Missouri for transfer to The Lutheran Church – Missouri Synod archives for permanent retention.

The senior pastor is responsible for proper maintenance of the church's membership records. He may delegate the day-to-day administration of the records to a responsible person such as the membership secretary. Recording the membership information should be completed promptly and accurately and in accordance with established membership operating procedures. All original information entered, which has been corrected, needs to be retained into the system as an annotation to the record. Any locally church forms (i.e., baptisms, weddings, funerals, etc.) or hand-written correction slips used to create or correct the record that is NOT covered by the church's Records Retention Schedule may be properly discarded (shred all forms/slips with confidential information) at the end of its usefulness or at the end of the year whichever is sooner.

Approved By Elected Elders on: May 5th, 2017

**# 1400 Elders - Called Staff Evaluation
Performance Policy**

**Effective Date:
6/1/2019**

PURPOSE AND POLICY STATEMENT

To establish policy as it relates to performance evaluations for called staff personnel at Timothy Lutheran Church. This policy does not cover called schoolteachers or administrative personnel at Timothy Lutheran School (TLS) or the Early Childhood Center (ECC).

Background: An evaluation is not to prove but to improve an individual's performance. General guidelines on church personnel performance evaluations have been established in the TLC Personnel Manual.

Policy: The Director of Elders has the responsibility to evaluate and present the senior pastor's annual performance review. Unless otherwise directed by the senior pastor, all other called staff performance reviews will be completed by an assigned elected elder.

As stated in the TLC Personnel Manual, performance reviews will be accomplished annually. The review period for called staff under this policy is from January 1st through December 31st. The evaluator will use the Performance Evaluation document provided by the Personnel Committee to document the review. The Professional/Personal Development Plan document, a pre-review tool, needs to be completed by the appropriate staff member and discussed with the evaluator to ensure that goals and expectations are aligned with overall church goals. The staff Professional/Personal Development Plan discussion should be completed in the first month of the review period. A mid-term review should be conducted to aid both the evaluator and staff person to ensure ministry progress and goals are being met as agreed upon.

Suggestions for Staff Evaluators:

1. Remember, you are on the same team. Treat your staff minister as a team member.
2. Always start with strengths and ways to move them to the next level.
3. Be honest about changes that are needed, but make suggestions in a positive, affirming manner that builds up rather than tears down.
4. When outside information is shared be sure to check for accuracy before sharing it. Always bring information from primary sources; never say I overheard this conversation. When you are sharing outside information regarding work or relationships always share the name of the person who shared the information (or do not share the information), never, someone told me.
5. If positive change has occurred as a result of last year's evaluation, be sure to note it and give positive affirmation for this change. Nothing is more de-motivating than to have the same comment made year after year when work has been done on the change but never noticed or acknowledged.

Approved By Elected Elders on: 06/01/2019 (via email vote)