



FIRST EVANGELICAL
LUTHERAN CHURCH

Welcoming, Growing, Sharing in God's Grace

WWW.FIRSTLUTHERANEC.ORG

3604 CHATHAM ROAD, ELLICOTT CITY, MD 21042

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DISCIPLESHIP OPPORTUNITIES AT FIRST EVANGELICAL LUTHERAN CHURCH

Dear Fellow Disciples:

God's Work. Our Hands. Four words that describe the mission of the Evangelical Lutheran Church in America, of which First Lutheran is a congregation.

The following pages describe opportunities within God's congregation here in Ellicott City for our hands to be used in God's work. Organized by our five ministries – Worship, Learning, Outreach, Support and Administrative – these ministry opportunities give all disciples a tangible way to answer God's call to love neighbor as we faithfully practice discipleship, practice stewardship and practice justice and love. Please know, no matter how you are called to serve, you are always welcome to use your God-given talents in God's ministry here.

We look forward to engaging with you in God's life-giving ministry in the community and the neighborhood into which God sends us to serve.

Peace,

Pastor Mike, Pastor Gigie, Congregation Council and the Stewardship Committee

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1. WORSHIP MINISTRY

1.1 Worship and Music Committee

Mission: To ensure the quality of the shared experience of worship by addressing worship concerns specific to providing liturgical musical offerings. The committee works to enhance the worship space with decoration on a seasonal basis and coordinates the preparation of communion elements.

Membership: Voluntary and comprises a mix of those active in the music programs as well as those who are interested in the worship experience. Includes the Director of Music and the Choir Director.

Meetings: As scheduled.

Responsibilities:

- Approve all expenditures within assigned budgetary line items.
- Work directly with the musical and pastoral staff of the church.
- Provide appropriate seasonal decoration for the worship spaces for Thanksgiving, Advent, Christmas, Dressing of the Cross, Easter.
- Ensure flowers for Sundays, Christmas (Poinsettias), and Easter.
- Oversee the Altar Guild including preparation of communion elements
- Oversee vocal music including First Lutheran Choir and Youth/Children's Choir
- Oversee instrumental music including soloists and Jubilate Hand Bell Choir
- Ensure regular and systematic maintenance of musical instruments including organ, bells, pianos, drums.
- Coordinate with the church office and the operations team in the training of worship assistants and ensures an adequate number are available.
- Coordinate with the Property Committee for maintenance of infrastructure supporting worship and music (e.g., organ and support systems, baptismal font system, sanctuary speaker system).

1.1.1 Altar Guild

Mission: To ensure the altar and communion elements are prepared for each service as needed.

Membership: Voluntary. There are individual teams, each led by a team leader. New members are welcome.

Meetings: Altar guild teams are assigned by the month. There are no regularly scheduled meetings other than the assigned church services to be supported.

Responsibilities:

- Work with the Pastors and Worship and Music committee.
- Maintain supplies of wine, cups, wafers, grape juice, and cleaning items.
- Wash glassware, pewter ware, trays, and communion baskets liners after every service.
- Launder linens after each Sunday. Launder the fair linen on the altar as needed.
- Change paraments in accordance with the liturgical calendar.
- Launder acolyte robes as needed.

1.1.2 Jubilate Hand Bell Choir

Mission: To provide three-octave bell choir music in worship. Repertoire emphasis is on liturgical bell-ringing and hymn-based settings.

Membership: Volunteers welcome. Past ringing experience is not necessary, however the ability to count rhythms and read music is important. Desire and commitment are more important than special training or expertise.

Meetings: Practice is weekly on Monday evenings at 7:30 pm from September through May. Practice is about 90 minutes long. Performances are several Sundays per month, rotating their participation among services, and also on Thanksgiving Eve and Christmas Eve.

Responsibilities:

- Perform in scheduled services.
- Practice on Monday evenings
- Oversee storage and maintenance of bells
- Oversee inventory and care of bell music.

1.1.3 First Lutheran Choir

Mission: To provide choral musical worship. The choir sings everything from liturgical music of the Medieval Church to modern anthem repertoire, with a focus on the Lutheran tradition.

Membership: The First Lutheran Choir is the adult (including teens) choir, and it is open to anyone who would like to sing with the choir. Desire and commitment are more important than special training or expertise.

Meetings: The First Lutheran Choir sings nearly every Sunday of the program year (September-May) while rotating their participation throughout the services, also singing on Christmas Eve and during Holy Week. Practice is weekly on Thursday evenings at 7:30 pm from September through May. Practice is about 90 minutes long.

Responsibilities:

- Practice and perform choral music worship as discussed under “Mission” and “Meetings” above.
- Oversee inventory and care of copyrighted choir music.

1.1.4 Youth/Children’s Choir

Mission: To provide an opportunity for elementary school-aged children to sing in worship. A strong emphasis is placed upon learning that voices and musical talents are a gift from God - a gift to be joyfully shared. Children learn through the process of rehearsing and singing in worship services what a joy it is to be disciples of Christ in music ministry and beyond.

Membership: Children of elementary school age.

Meetings: The Children's Choir sings monthly in church during the program year (September-May). Practice is usually during the Sunday School hour.

Responsibilities: Practice and perform as scheduled.

1.1.5 Audio Visual Team

Mission: To oversee the audio and visual systems in use for support of church services and other events in the sanctuary. To record worship services to provide to homebound members.

Membership: Volunteers. On-the-job training consists of shadowing a current team member during one of the services.

Meetings: As necessary for training. Support of church services as individually scheduled.

Responsibilities:

- Arrive at least 15 minutes prior to the service.
- Record weekly sermons on CDs available in the sacristy
- Distribute recorded sermons for posting on website and mobile app.
- Assist other committees with audio visual needs and services, as requested

1.1.6 Seasonal Decorating

Mission: To provide seasonal decoration for Thanksgiving, Advent, Christmas, Dressing of the Cross, Easter for the sanctuary and other areas of the church, as appropriate.

Membership: Volunteers coordinated through the Worship and Music Committee. Typically each seasonal decorating effort is led by a different leader.

Meetings: As necessary to meet the schedule for the worship services supported by the seasonal decorations.

Responsibilities:

- Arrange for planned decorations, including live plants and cuttings where appropriate.
- Decorate the sanctuary, narthex, parlor, etc. as planned.
- Maintain the live decorations as required.
- Remove decorations at the end of the season.
- Store the permanent decorations in permanent storage containers in designated storage areas.

1.1.7 Worship Planning Team

Mission: To recommend hymn selection for the service based on the Lectionary, in coordination with the Worship and Music Committee.

Membership: Volunteers, Pastors, Director of Music.

Meetings: Approximately every 6 weeks the group meets at a time coordinated by the Director of Music. Members need to study the Lectionary for the period to be planned prior to the meeting of the Worship Planning Team.

Responsibilities: Same as the mission statement.

1.2 Worship Assistants

Mission: To serve as lay member support to the Pastors in the accomplishment of worship, as indicated in Numbers 1.2.1 through 1.2.11, which follow.

Membership: As indicated in the following, 1.2.1 through 1.2.11.

Meetings: Worship service support as individually scheduled, including via Signupgenius (<http://www.signupgenius.com>). There may be occasional training sessions.

Responsibilities: As indicated below.

1.2.1 Head Usher

Mission: To support the Pastors, to coordinate the readiness of the church building, and to provide direction and leadership to the remainder of the worship assistants for the support of the worship service.

Membership: Volunteers.

Meetings: As scheduled for worship support. There may be occasional group training.

Responsibilities:

- Arrive at church at least 30 minutes prior to the service.
- Prepare the sanctuary for worship.
- Unlock doors before the first service and lock doors after the last service
- Coordinate/direct the other worship assistants
- Perform the attendance count.
- Note any issues to be addressed by the staff (e.g., maintenance and repair issues).
- Carry out the head usher checklist
- Carry out any additional instructions in the Head usher briefing sheet for the day.

1.2.2 Greeter

Mission: To welcome those arriving for worship services.

Membership: Volunteers.

Meetings: As scheduled for worship support. There may be occasional group training.

Responsibilities:

- Greet those arriving for worship services.
- Be knowledgeable of the church and its activities so as to be reasonably able to answer questions by visitors.

- Recognize apparent visitors. Mention the Fellowship Hour after the service, invite them to sign the visitor's register in the narthex , and introduce the visitors to the Pastors if there is an opportunity.
- Arrive at church at least 20-25 minutes before the service.

1.2.3 Usher

Mission: To support the congregants in worship and to assist the head usher.

Membership: Volunteers.

Meetings: As scheduled for worship support. There may be occasional group training.

Responsibilities:

- Hand out bulletins.
- Collect offering
- Present offering and communion elements to the Pastors
- Coordinate the release of pews for communion and the location at the communion rail
- Identify to head usher and Pastors any person in the pews who may desire communion to be administered in the pew.
- Assist the Head Usher in other tasks as requested.
- After the service, do a quick pass through the pews to pick up any trash, unwanted bulletins, etc.
- Arrive at church 20-25 minutes before the service.

1.2.4 Reader

Mission: To perform the scriptural readings for the day.

Membership: Volunteers.

Meetings: As scheduled for worship support. There may be occasional group training

Responsibilities:

- Become familiar with the readings in advance of the church service.
- Deliver the readings from the pulpit at the appropriate time within the church service.

1.2.5 Assisting Minister

Mission: To assist the Pastors in the conduct of the service.

Membership: Volunteers. If interested, please contact one of the Pastors. Training is by the Senior Pastor.

Meetings: As scheduled for worship support. There may be occasional group training.

Responsibilities:

- Report to the Pastors.
- Process in with Pastors.
- Read assigned portions of the service.
- Assist with delivery of communion elements as required.
- Depart with the Pastors.

1.2.6 Eucharistic Minister - an FLC ministry since 2001.

Mission: To reach out to those who are unable to come to church for worship. As with Stephen Ministers, Lay Eucharistic Ministers do not take the place of a Pastor's visit. However, it is a wonderful addition to the ministry of outreach for those who need the feel of the presence of God during a difficult time in their lives.

Membership: Volunteers. If interested, please contact one of the Pastors. Pastors provide the training.

Meetings: As required for training. Sunday assignments coordinated as with other worship assistants.

Responsibilities: Take communion to homebound members

1.2.7 Communion Assistant

Mission: To assist the Pastors and Assisting Minister in the delivery of communion elements, when required.

Membership: Volunteers. The need arises when one of the Pastors is unavailable or in services where communion is delivered from multiple locations simultaneously (e.g., intinction).

Meetings: As required for training. Sunday assignments coordinated as with other worship assistants.

Responsibilities: Same as mission statement.

1.2.8 Healing Prayers – an FLC ministry since 2009

Mission: To pray and lay on hands for people in need of prayer and healing during communion at the baptismal font.

Membership: Volunteers. If interested, please speak with one of the Pastors to receive training.

Meetings: Sunday services.

Responsibilities: Same as the mission statement.

1.2.9 Acolytes

Mission: To assist the Pastors before, during, and after the worship service.

Membership: Youth volunteers, normally from the 6th, 7th, and 8th grades, typically from the Affirmation of Baptism classes.

Meetings: Meet with the Director of Children/Youth Ministry as required for training. Assignments coordinated as with other worship assistants.

Responsibilities:

- Lead with cross and scripture book in the entry and departure of the Pastors.
- Light the Advent candles (when required).
- Enter and depart with the Pastors.
- Assist the Pastors as required (e.g., hold the service book during baptisms).

1.2.10 Children's Story Time Reader

Mission: To read, discuss and pray about a Bible story from the Sunday lectionary for that week in a format appropriate for children age 2 through 2nd grade.

Membership: Volunteers. Approval as an Adult or Youth Volunteer under the Children and Youth Protection Policy will be done upon expressing interest.

Meetings: Generally each volunteer will be responsible for one day a month at the 10:30 service during the Pastor's Sermon. This could be less frequent if more volunteers are available. A short one-on-one initial meeting with the Director of Children/Youth Ministry is necessary for training and completing Children and Youth Protection Policy approval.

Responsibilities:

- Use a Children's Bible available in the Church Work Room or provide story books or other Bible materials for use with the children.
- Research a bible story using the Children's Bible, general biblical materials, and/or biblical story book.
- Read a story to the children, involving the children as much as possible.
- Lead the children in prayer.
- After prayer, lead the children in a game appropriate for the ages of the children present.

1.2.11 Communion Bread Pickup

Mission: To pick up the communion bread from the bakery on Friday and deliver to the church.

Membership: Volunteers. Sign up on Signupgenius.

Meetings: Sunday assignments coordinated as with other worship assistants.

Responsibilities: Same as the mission statement.

1.3 Worship Soloist (Vocal or Instrumental)

Mission: To offer individual musical talents (vocal or instrumental) in worship.

Membership: Volunteers. If interested, please contact the Director of Music.

Meetings: As coordinated with the Director of Music for practice and performance.

Responsibilities: Same as the mission statement.

2. LEARNING MINISTRIES

2.1 Children's Ministry

Mission: To provide Christian Education to children ages birth through 5th grade.

Membership: Volunteer. If interested please speak with the Director of Children/Youth Ministry, who chairs the committee.

Meetings: First Thursday of the month at 6:45 pm.

Responsibilities:

- Provide a Sunday School hour with an age appropriate Lutheran curriculum along with an annual mission project chosen by the committee, for children ages 3 years through 5th grade.
- Provide Christian Fellowship opportunities for children. (Examples: Make, Take and Share Christmas craft day, Easter egg hunts, etc.)
- Provide a safe, nurturing childcare environment for infants and toddlers during the Sunday School hour and one church service.
- Provide a week-long Vacation Bible School for congregational and community families.
- Provide all parents of baptized babies (0-3 years) with "Splash" packets (age appropriate, Lutheran education material purchased from a publishing company).
- Provide Holy Communion instruction under the direction of the Pastors.
- Work in conjunction with the Youth Ministry to develop and maintain the FLC Children and Youth Protection Policy.
- Ensure all volunteers and staff working with children follow the Children and Youth Protection Policy.
- Approve all expenditures within assigned budgetary line items.

2.1.1 Faith Finders Teachers, and Assistants

Mission: To lead Sunday morning Faith Finders faith formation ministry.

Membership: Volunteers under the guidance of the Director of Children/Youth Ministry. Teachers are adults; assistants can be youth members of FLC. Adult or Youth Volunteers are approved under the Children and Youth Protection Policy, which can be done upon expressing interest.

Meetings: Sundays from 9:15-10:15 am, September through May. There are also about three meetings a year for teachers to get orientation, training and provide feedback to the Director of Children/Youth Ministry.

Responsibilities:

- Teachers
 - Receive a curriculum and teaching materials for the year.
 - Lead a discussion group.
 - Escort children to and from special activities held during the Sunday school hour and provide continuous supervision of the class even if they are participating in other events (such as choir practice for example).
- Assistants – assist the teachers in teacher responsibilities.

2.1.2 Vacation Bible School Teachers and Assistants

Mission: To teach the week-long Vacation Bible School curriculum.

Membership: Volunteers under the guidance of the Director of Children/Youth Ministry. Adult or Youth Volunteers are approved under the Children and Youth Protection Policy which can be done upon expressing interest.

Meetings: There will be at least two planning meetings to prepare for VBS; one to get organized and another to training volunteers.

Responsibilities:

- Organize volunteer activities.
- Recruit additional volunteers, as required.
- Collect supplies.
- Set up, run, and clean up after the week-long program.

2.1.3 FLAMES

Mission: To provide social time and outreach opportunities to upper elementary group (3rd-5th graders).

Membership: Volunteer parents including two adult leaders. Adult or Youth Volunteers are approved under the Children and Youth Protection Policy which can be done upon expressing interest.

Meetings: Typically on first Sunday of the month at 6:30 pm at church.

Responsibilities: Organize learning and social activities for participating children.

2.2 Youth Ministry

Mission: To oversee the youth education program for middle school and high school students, working with the Director of Children/Youth Ministry. This program includes Christian Education, leadership development, and service opportunities.

Membership: Adult volunteers and the Director of Children/Youth Ministry.

Adult volunteers are needed for chaperones for events away from the church and as mentors for youth leadership and for Affirmation of Baptism (see below). The goal is 1 adult per five (or less) students by gender. Volunteers do not need to have a child participating in the activity.

(Students are from 6th to 12th grade and do not need to be from First Lutheran families. Friends of members are encouraged.)

Meetings:

- Youth Committee - meets the evening of the third Monday of the month.
- Summer mission trip - meets as scheduled once the group is established for the summer.
- Students – Youth group meets monthly as scheduled. The exact schedule depends on the projects undertaken at the time.

Responsibilities:

- Assist the Director of Children/Youth Ministry in the coordination and oversight of Christian Education for middle school and high school students. This includes:
 - Affirmation of Baptism class.
 - Middle school and high school student service projects in the church and community. These have included supporting initiatives of the Social Ministry, Preschool, Property Committee, and Vacation Bible School.
 - First Lutheran participation in such Synod youth events as “Free Ride”, and Affirmation of Baptism Camp Retreat at MarLu Ridge for middle school students and “Road Trip” (currently to Ocean City) for high school students. Coordination and oversight responsibility includes adult volunteer participation.
 - FLC student participation in “Transformers” the middle school leadership retreat run by LYO (up to 4 students) and the high school leadership retreat also run by LYO for as

- many students who desire to go. The retreats are intended to help students learn and develop their leadership and spiritual gifts. Coordination and oversight includes adult volunteer participation, such as mentors for leadership development.
- Youth social events (e.g., bowling, watch movies, play laser tag).
 - Spiritual gifts assessment is based on Romans 12:6-8 (“God has also given each of us different gifts to use. If we can prophesy, we should do it according to the amount of faith we have. If we can serve others, we should serve. If we can teach, we should teach. If we can encourage others, we should encourage them. If we can give, we should be generous. If we are leaders, we should do our best. If we are good to others, we should do it cheerfully.” (Contemporary English Version)). These exercises seek to identify relative strengths and where the confirmands might make their strongest initial contribution to the church.
 - Visits to churches, mosques, and synagogues of other faiths in conjunction with Affirmation of Baptism class.
 - FLC youth participation in the 30 Hour Famine.
 - FLC youth and adult volunteers in weekend and week-long mission trips.
- Participate in the coordination of all Christian Education. Encourage high school youth to participate in the Delaware-Maryland Synod Lutheran Youth Organization (LYO).
 - Work in conjunction with the Children’s Ministry to develop and maintain the FLC Children and Youth Protection Policy.
 - Ensure all volunteers and staff working with children follow the Children and Youth Protection Policy.
 - Approve all expenditures within assigned budgetary line items.

2.2.1 Adult Chaperones (High School and Middle School)

Mission: To provide adult support to Youth Ministry events away from the church, as both mentors and chaperones.

Membership: Volunteers. Adult volunteers are needed for chaperones for events away from the church and as mentors for youth leadership and for Affirmation of Baptism (see below). The goal is one adult per five (or less) students by gender.

Meetings: As required.

Responsibilities: Same as mission statement.

2.2.2 Affirmation of Baptism Team

Mission: To teach the Bible, affirmation of faith, and the Catechism such that students are able to share their faith with others and build a lifelong relationship with God. The Affirmation of Baptism syllabus covers three years for students in the 6th, 7th, and 8th grades.

Membership: Affirmation of Baptism Team consists of the Senior Pastor, Director of Children and Youth Ministries (DCYM) and designated adults. Those interested in participating in Affirmation of Baptism classes should talk to the DCYM. In addition, adult volunteers are sought as mentors for the students.

Meetings: Affirmation of Baptism sessions are held Sundays during the Sunday School hour.

Responsibilities:

- Leaders – teach the Bible, affirmation of faith, and the Catechism, as stated in the Mission statement.
- Mentors - facilitate discussions and affirming the students’ faith journey during Sunday School hour and any extracurricular activities.

2.2.3 Payne Scholarship Committee - an FLC ministry since 1978

Mission: To select the recipient of the Reverend Herbert M. Payne Scholarship each year. The scholarship honors Pastor Herbert Payne who served First Lutheran from 1945 to 1972. An award of \$1000 is given every year to a deserving high school senior who is about to enter college. This scholarship is not based on financial need.

Membership: Volunteers. Three or four adult FLC members without connection to students in FLC Youth programs. If interested, please speak with the Director of Children/Youth Ministry. After selection of the awardee for the year, the committee is dissolved.

Meetings: As required, in the Spring of the current year, coordinated with the solicitation of applications for the scholarship conducted by the Director of Children/Youth Ministry.

Responsibilities:

- Consider the applications.
- Select the recipient based on scholastic accomplishments, service to the church, school, and community.

2.3 Adult Education

Mission: To coordinate with and assist the Pastors in providing faith forming opportunities through a variety of outlets and at a variety of times/locations. Support the Growing in Faith Together (GIFT) concept.

Members: Volunteers. Members with expertise in topical areas are invited to share their knowledge.

Meetings: Sunday School hour, and as otherwise scheduled.

Responsibilities: Same as mission.

2.3.1 Small Group Bible – an FLC ministry since 2009.

Mission: To encourage the study of the Bible in small groups, leading to deeper relationships and mutual support of participants on their faith journey.

Membership: Volunteers. There are currently four groups including one which compares a contemporary book with a book of the Bible. New groups can be established, based on interest.

Meetings: Three groups meet in the homes of members on a week night and one group meets in the church during the day. The Sunday Bulletin includes a listing of all groups meeting that week

- The Small Group Bible and Book Club meets on the first Monday of the month at 1:00 pm at the Youth Room.
- One group meets weekly on Monday at 7 pm in a member's home.
- One group meets Thursday at 7 pm in a member's home.
- One group meets weekly but alternating between Tuesday at 1 pm at church and Monday at 7 pm in a member's home.

Responsibilities: Groups meet in different places at different times for bible study, conversation, mutual support, and interest.

2.3.2 Men's Bible Study and Fellowship – an FLC ministry since 2015.

Mission: To gather as disciples for fellowship, bible study, and mutual support.

Membership: Interested members and non-members.

Meetings: Third Friday of the month at 7:30 am at Bob Evan's Restaurant on RT 100.

Responsibilities: This is an informal group that will discuss the Bible, pray, share stories, and generally have a good time while realizing that we are all chosen to do God's work and spread His Word.

2.3.3 Growing in Faith Together (GIFT) – an FLC ministry since 2015.

Mission: To grow our faith together through study of the Bible and the concepts involved.

Membership: Interested members and non-members.

Meetings: Sundays at 9:15 AM in Library.

Responsibilities: This is an informal group that gathers for mutual inquiry and discussion. Syllabus is adjusted periodically and responds to participants' questions and interests.

2.4 Women of First Lutheran (Women of the Evangelical Lutheran Church in America (WELCA)) - an FLC ministry since 1957.

Mission: To serve First Lutheran Church in many ways, while nurturing spiritual growth in ministry. Monthly circle programs range from Bible Study to topics relating to women in the Bible and in today's world. Gatherings, which include all circles, are held quarterly with informative programs.

Membership: The Women of the ELCA is an organization open to all women of First Lutheran. It has been said if you are a female member of First Lutheran, you are a member of the Women of the ELCA. The reality is that all women of First Lutheran are welcome to participate in all the women's ministries as much or as little as desired. Everyone is welcome.

Meetings: The individual Circles meet monthly as noted in below articles 2.5.1 through 2.5.3. Quarterly there is a "Gathering" of all Circles.

Responsibilities: WELCA members -

- Visit the sick and shut-ins.
- Perform pew checks.
- Provide Christmas gifts to children and indigent men living in Baltimore.
- Sponsor an annual Women's Retreat.
- Host coffee hours and other receptions, as arranged.
- Support Synodical women's organization activities.
- Participate in Meals on Wheels.
- Prepare meals for the every-other-month Route 1 Day Shelter evening meal on the third Monday.
- Volunteer at the Salvation Army Thrift Shop.
- Oversee the Parlor, including requirements for cleanliness, storage, operations, and requests for maintenance and material improvement, including furniture and furnishings.

2.4.1 Dorcas Circle

Mission/Responsibilities/Membership: As stated above for WELCA overall.

Meetings: Third Tuesday in Youth Room at 10 am

2.4.2 Martha Circle

Mission/Responsibilities/Membership: As stated above for WELCA overall.

Meetings: Second Tuesday in the Youth Room at 10:00 am

2.4.3 Rebecca Circle

Mission/Responsibilities/Membership: As stated above for WELCA overall.

Meetings: Third Thursday in the Youth Room at 1 pm.

3. OUTREACH MINISTRIES

3.1 Social Ministry Committee

Mission: To share in God's grace by reaching out compassionately to our neighbors locally, nationally, and globally. The Social Ministry Committee provides a focus on ways that FLC can reach out to the community in Christ's name (including many projects such as Christmas baskets, Pangani orphanage, Women's and Children's Place, Angel Tree, Partners in Care, Day Resources Center on Route 1, Warm-Up America, School Supplies project, Books on Wheels, and local outreach via Pastors' Discretionary Fund, etc.).

Membership: Volunteers. Participants may attend regular committee meetings or may focus on one or more committee projects, based on their time availability and interests.

Meetings: The committee typically meets on the second Wednesday of each month at 7 p.m. in the church parlor.

Responsibilities:

Specific projects are planned annually based on local, national, and global community needs, resources available. Projects arise due to the interest of the committee, congregation, and Pastors. Some projects are ongoing and some are held on a one-time basis. Examples of recent projects are:

- Christmas Basket campaign--Volunteers and contributors provide food and a smile (and a prayer) to those experiencing tough times in our community, including those who might not otherwise be able to enjoy a special meal during Christmas. (See Article 3.1.1)
- Pangani Lutheran Children's Centre – First Lutheran contributes to this essential girl's school/orphanage, located in Nairobi, Kenya, through the ELCA's Global Mission program.
- Angel Tree – This gift-giving program helps brighten Christmas for the children at Howard County's Grassroots, the troubled teens at the Regional Institute for Children and Adolescents (RICA), and kids in the Women, Infant, and Children (WIC) program.
- Partners in Care - Through the Chaplain's Office of the Maryland National Guard, we help National Guard soldiers and their families cope with economic challenges by assisting them with transportation, housing, utility, food and day care.
- Day Resource Center on Route 1 – This facility provides food and other basic services for the homeless in Howard County. FLC volunteers have provided nursing care and other support, and in the past year FLC has also contributed medical supplies and computers.
- Christ Lutheran Church's Women and Children Place--This Baltimore facility offers emergency shelter for up to 90 days for single women and women with children. FLC provides a main meal, with supplies, every other month. See Article 3.1.2.
- Local Community Outreach – Needy families in our community receive help, at the discretion of the Pastors, to pay for food, housing and utility expenses.
- Diaper Collection Drive for babies of needy families—Donate diapers periodically to Grassroots and Women, Infants and Children (WIC) in Howard County for children in difficult circumstances because food assistance payments cannot be used for these essential products.
- Warm-Up America –handmade blankets are included in gift bags with other items and delivered to Women, Infants and Children (WIC). An FLC ministry since 2001.
- School Supply collections –collect school supplies annually for children who have no other means for obtaining them.
- Books on Wheels – FLC members donate and buy used books to support other outreach projects. An FLC ministry since 2004.
- Approve all expenditures within assigned budgetary line items.

3.1.1 Christmas Baskets – an FLC ministry since c. 1973.

Mission: To provide food and a smile (and a prayer) to those experiencing tough times in our community, including those who might not otherwise be able to enjoy a special meal during Christmas.

Membership: The project is coordinated by volunteers from the Social Ministry Committee augmented by nearly 200 volunteers for the packing, loading, and distribution of the Christmas baskets.

Meetings: The planning occurs throughout the year, with the packing of the boxes and the loading and distribution occurring on two successive December Saturdays.

Responsibilities:

- Two volunteers oversee this effort.
- Coordinate the procurement of foodstuff, boxes, and other supplies.
- Publicize the need for volunteers to pack, load, deliver boxes.

- Pack the boxes.
- Load and distribute nearly 150 boxes.

3.1.2 **Angel Tree** – an FLC ministry since 2005.

Mission: To provide Christmas gifts for children in our community who are otherwise likely to receive no gifts, to reinforce Christ’s positive message that the community cares about all children.

Membership: Volunteers.

Meetings: As needed.

Responsibilities: Work broadly with our pastors and community organizations during the Christmas season to ensure that gifts are received by children who would most benefit. Invite congregational members to select an individual “Angel Tree” ornament from a Christmas tree which is displayed in our church narthex. Each tree ornament typically lists 1-3 gifts that a child (up to age 18) has personally identified as being desired.

3.1.3 **Women’s and Children’s Place** – an FLC ministry since 1989.

Mission: To provide the main meal, with supplies, every other month at Christ Lutheran Church, Inner Harbor, Baltimore.

Membership: Volunteers are solicited monthly.

Meetings: As scheduled.

Responsibilities: Prepare the prescribed menu (and recipes) and serve it on the scheduled dates.

Other considerations: The menu and recipes are posted a month in advance.

3.1.4 **Route 1 Day Center** – an FLC ministry since 2015.

Mission: To serve two shifts of the afternoon/early evening meal at the Route 1 Day Center on the third Monday of every other month.

Membership: Volunteers are solicited every other month. Servers often come from Men’s Fellowship Group (see Art 2.4.2) and food is often prepared by volunteers from WELCA (see Art 2.5).

Meetings: Third Monday of every other month. First shift is 1 pm (pickup of food at FLC) through approximately 3:30 pm. Second shift is 3:30 pm through approximately 5:30 pm including cleanup and return of any items to FLC.

Responsibilities:

- Pick up food which has been prepared at FLC kitchen and deliver to Route 11 shelter (first shift).
- Warm and serve food (both shifts)
- Clean-up and return crock pots and other FLC durable items to the FLC kitchen (second shift)

3.1.5 **Baby Blankets** (also known as Warm Up America Program) – an FLC ministry since 2001.

Mission: To knit baby blankets to be given to families in need within the Howard County Health Department (Women, Infants, Children (WIC)).

Membership: Volunteers.

Meetings: No formal meetings. Yarn is donated and available. Completed blankets are placed in the collection basket in narthex.

Responsibilities: Donations of 100% 3-4 ply acrylic yarn (full or partial skeins) in pastel colors (blue, pink, yellow, green, purple, white, and ombre (variegated)) are solicited. This yarn is available for use in crocheted or knitted baby blankets and given to families in need within Howard County Health Department (WIC).

3.2 **Preschool** – an FLC ministry since 2008.

Mission: To support FLC education and outreach ministries by serving God’s children in a Christian environment that is safe, welcoming, and rich with opportunities to develop the spiritual, social, emotional, physical, and intellectual gifts of every child placed in our care.

The school is to maintain and perpetuate the highest possible standards to foster spiritual values and to provide a developmentally appropriate curriculum to the greatest number of children commensurate with the resources available.

The school functions as a non-profit institution, with current operating expenses borne by registration fees, capital fees, tuition fees, gifts, grants, and donations.

Membership: The Preschool Board of Trustees and Staff are governed by the Preschool Constitution and Bylaws, approved by the Congregation Council (Continuing Resolution C14.01 series). Five members of the Board of Trustees are to be FLC members. Terms are two years and are staggered. Term years run from 1 July to 30 June. Besides serving on the Preschool Board, people can assist with fundraising events and reading to children in the classroom through the “read to me” program.

Meetings: Monthly and in accordance with the Preschool Constitution and Bylaws Article VI.

Responsibilities: The school operates a program of education designed to meet the needs of the community for early childhood education and kindergarten readiness. The school operates as a non-profit institution, with current operating expenses borne by registration fees, capital fees, tuition fees, gifts, grants, and donations. The school is an extension of the mission of First Evangelical Lutheran Church under the oversight of the Preschool Board and ultimately the Church Council.

3.2.1 The Reverend Glenn and Stella Ludwig Scholarship Committee

Mission: To provide Preschool tuition assistance to families in need.

Membership: Volunteers review scholarship applications and make recommendations to the Preschool Director regarding applicants’ eligibility. Volunteers must be independent of the Preschool Board and school. If interested in serving, please speak with the Director of the Preschool.

Meetings: As needed.

Responsibilities: Evaluate applications for the scholarship.

3.3 Boy Scout Troop 318 – an FLC ministry since 2010.

Mission: To develop character, citizenship, and personal fitness, as exemplified in the opening words of the Scout Promise, “On my honor I will do my best to do my duty to God and my country.”

Membership: Open to all boys 10-18 who have completed the fifth grade. Volunteers provide adult leadership. The Chartered Organization Representative (COR) must be a member of FLC.

Meetings: Troop meets Tuesday evening at 7:15 pm.

Responsibilities:

- Encourage outdoor experiences, a vital element of Scouting. Troop 318 camps every month (and keeps a decorated trailer in the back parking lot).
- Encourage the development of leadership skills and experiences in Troop 318 members.
- Perform service projects including in support of the church facility and grounds and in support of church community service projects (e.g., Christmas baskets). The COR assists in keeping Troop 318 aware of FLC service project opportunities.
- Meet weekly. There are also patrol level meetings.
- FLC agrees to include Troop 318 as part of its overall youth and family program.

The relationship with FLC is governed by the by-laws of First Evangelical Lutheran Church and BSA. In the document, Chartered Organization Representative, BSA Publication 33118, the first item of agreement is, “The chartered organization agrees to: Conduct the Scouting program according to its own policies and guidelines as well as those of the Boy Scouts of America.” (Page 13).

3.4 Salvation Army (formerly Christian Women’s) Thrift Shop – an FLC ministry since 1964.

Mission: To help people in need in Howard County and to minister to them in Christ's name. This is accomplished by the thrift shop selling donated household items, clothing, and furniture at nominal prices. The proceeds are then used to help financially with rent, mortgages, utilities, food, special needs, etc. Agencies which call upon these services include Board of Education (Pupil Personnel), churches, community action groups, Headstart, Health Department, Social Services, Vantage Place.

Members: Volunteers are needed for sorters, sales floor, etc.

Meetings: The Thrift Shop is open every Tuesday and Thursday, and the second and fourth Saturdays. A weekly needs listing is included in the FLC Parish Notes.

Responsibilities: Same as mission statement.

3.5 Frederick Road Cleanup – an FLC ministry since 1997

Mission: To accomplish the regular cleanup of the assigned portion of Frederick Road as part of the Howard County Adopt-a-Road program. First Lutheran is responsible for the cleanliness of Frederick Road for the three miles between Rogers Ave and US RT 40 at Pine Orchard.

Membership: Volunteers. In addition, the stewardship of Frederick Road can count toward school service requirements. Howard County requires participants under the age of 18 to have a signed parental release form.

Meetings: This cleanup is conducted at least twice per year, typically in May and in October.

Responsibilities:

- Place safety signs along Frederick Road to alert motorists. The road cleanup coordinator normally handles this. Pickup the safety signs at the completion of the cleanup.
- Pick-up trash in the 6 half-mile segments, divided among the volunteers. It takes about 2 hours to cover the territory and the three streams that cross under that section of Frederick Road. Trash bags are provided by the road clean-up coordinator and can be replenished at no cost by Howard County.
- Wear safety jerseys provided by the road cleanup coordinator. Volunteers should bring their own gloves and any reaching tools desired.
- Deliver collected trash to the Alpha Ridge collection station. This is normally handled by the road clean-up coordinator, though sometimes volunteer support is helpful. Provisions also can be made for county pick-up.
- Make a formatted report to Howard County after each clean-up. This ensures continued assignment of Frederick Road to FLC (including the signs indicating that assignment). The road cleanup coordinator usually performs this function and retains for FLC records purposes.

3.6 Meals on Wheels – an FLC ministry since 1971.

Mission: To pickup and deliver cooked meals to the elderly and homebound, as registered with Meals on Wheels coordinator.

Members: Volunteers. FLC has a coordinator for scheduling of FLC volunteers.

Meetings: Volunteers can pick their own schedule for delivering meals.

Responsibilities:

- Pick up prepared meals.
- Deliver to clients.
- Be aware if client needs additional help or medical care. Alert appropriate personnel of such need in accordance with Meals on Wheels guidance.

3.7 Sewing Circle – an FLC ministry since 1992.

Mission: To support Project Comfort Fund by providing quilts for Lutheran World Relief for refugees and others in need both in the United States and around the world. More recently, the sewing circle has

begun to sew isolette covers for premature babies in neonatal intensive care units. These isolette covers aid in development by decreasing the overstimulation in the child's surroundings.

Membership: Membership is open to all who are interested. There are numerous tasks that do not require sewing and therefore sewing skills are not necessary.

Meetings: Second Monday of the month at 9:30 am in the Social Hall.

Responsibilities:

- Collect donated materials and other supplies required to make quilts.
- Assemble quilts; cut, piece, attach quilt fronts to backs and tie.
- Package finished quilts.
- Transport and deliver quilts to Lutheran World Relief in New Windsor, Maryland.

3.8 Senior Ministry

Mission: To provide support and coordination to senior living institutions in accordance with institution-specific considerations discussed in articles 3.8.1 through 3.8.4.

Members, Meetings and Responsibilities: As discussed below.

3.8.1 Nursing Home Visitation – an FLC ministry since 1981.

Mission: To provide regular visitation to nursing home patients at Catonsville Commons, regardless of FLC membership status.

Membership: Volunteers, especially if one likes to sing. Usually accompanied by a pastor and sometimes with a musician (instrumentalist, pianist).

Meetings: Nursing home visits are monthly on the second Tuesday. Departure from FLC is typically at 10:30 am and the event overall takes about two hours including travel.

Responsibilities: Provide a meaningful worship and fellowship experience for nursing home residents at Catonsville Commons.

3.8.2 Augsburg Lutheran Home and Village

Mission: To provide coordination between FLC and the ministry of caring known as the Augsburg Lutheran Home and Village. Owned and supported by over 80 Lutheran congregations, Augsburg Village is a faith-based community that welcomes individuals of all beliefs, cultures and ethnic backgrounds. The mission statement for Augsburg Lutheran Home and Village states “our faith-inspired mission to care for others as if each were the Lord Himself.”

Members: FLC appoints two delegates to Augsburg Lutheran Home and Village. If interested, please contact the Senior Pastor.

Meetings: Delegate meetings occur periodically as announced by Augsburg Lutheran Home and Village.

Responsibilities: Same as mission statement.

3.8.3 Carroll Lutheran Village Corporate Sponsor (Lutheran Village at Millers Grant)

Mission: To grow the partnership between FLC and the ministry of caring known as Carroll Lutheran Village. The Village is owned by participating Lutheran congregations of the Delaware-Maryland Synod of the Evangelical Lutheran Church in America and is managed by a 17-member Board of Trustees elected by voting representatives of the corporation churches. The mission statement of Carroll Lutheran Village states it is “a continuing care retirement community dedicated to the ministry of caring in a Christian atmosphere fostering quality life and service for the whole person.”

Membership: FLC is entitled under Carroll Lutheran Village Corporation By-laws to delegates with voice and vote.

Meetings: Annual meeting is in September when Board of Trustees is elected and an auditor appointed. There is an informal meeting in the Spring.

Responsibilities: To provide thoughtful participation and deliberation on matters that come before the Carroll Lutheran Village Corporation.

3.9 Lutheran Disaster Response (through One EC Recovery)

Mission: Following the model of the ELCA Lutheran Disaster Response, we collaborate with other disaster response organizations and religious entities to accompany neighboring communities that have been victims of natural disasters. We are engaged from immediate disaster relief through long-term recovery which can sometimes last months or years.

Membership: Volunteers are needed for a variety of roles.

Meetings: Meetings are as needed depending on the volunteer activity being performed. The One EC Recovery Board meetings are generally once a month.

Responsibilities:

- Perform disaster response work in Ellicott City as a partner congregation with One EC Recovery Project. There are such things as emergency response, one-time service projects, assisting individuals during recovery, serving on committees and the Board.
- Maintain on-going coordination with the following organizations: VOAD (Volunteer Organizations Active in Disasters), CERN of Howard County (Community Emergency Resiliency Network), Lutheran Disaster Response and other faith-based organizations.

4. SUPPORT MINISTRY

4.1 Fellowship Committee

Mission: To provide opportunities and social events for members of the congregation and the surrounding community to meet one another in Christian love and fellowship to enhance the life and camaraderie of our faith community. Examples include pancake supper, annual fall church lunch, annual church spring picnic, etc.

Membership: Volunteers who work together to coordinate and execute the events and associated publicity.

Meetings: Congregational fellowship events occur monthly from September to May. Meetings are scheduled as necessary to accomplish the congregational fellowship events.

Responsibilities:

- Plan, coordinate and execute fun and inviting fellowship events for our faith community. For example, pancake supper, fall congregation lunch, annual church picnic, etc.
- Oversee the warming kitchen and the kitchen, including requirements for cleanliness, storage, operations, and requests to Property Committee for maintenance and material improvement.
- Approve all expenditures within assigned budgetary line items.

4.1.1 Fellowship Hour Setup and Cleanup – an FLC ministry since 1985.

Mission: To assist the group assigned with hosting the fellowship hour for the week with setup before the early service and cleanup after the second service.

Membership: These functions are generally apportioned by week to other committees and organizations within the congregation of First Lutheran. One volunteer is needed to monitor coffee, creamer, sweetener, paper supplies and replenish as needed. The same volunteer receives the weekly free will offering from Fellowship Hour and provides a monthly accounting.

Meetings: As scheduled for setup and cleanup. Setup should start approximately 7 am on Sundays. Cleanup follows the fellowship time after the second service.

Responsibilities: In conjunction with the committee or organization within the congregation designated to host the Fellowship Hour for the week :

- Ensure regular and decaf coffees are made.
- Ensure hot water is available for tea
- Ensure cold beverages are made/available
- Ensure sweeteners, cream, stirrers are set out
- Ensure plastic and paper products are set out as necessary in concert with the group hosting the fellowship hour
- Place a donation basket out
- Ensure coffee thermos containers and hot water pot are cleaned and put away after the second service
- Ensure tables in fellowship center are cleaned and trashed placed in bagged trash containers or carried out to dumpster.
- Ensure fellowship center floor is swept.
- Ensure warming kitchen is cleaned and items properly stored.
- Collect donations, place in envelope, and put in the designated box in work room.
- Ensure lights and air conditioning are off in the Fellowship Center after cleanup.

4.1.2 Hospitality/Welcome Team – an FLC ministry since 2014.

Mission: To be ambassadors of good will to FLC first time visitors. Provide follow-up home visit to visitors with a welcome gift from First Lutheran.

Membership: Volunteers

Meetings: As scheduled.

Responsibilities

- Coordinate with the Pastors and the office staff to ensure follow-up of visitors, including those registered in the Visitor's Register in the narthex.
- Provide follow-up to visitors with information and perhaps a plate of home baked goods.
- Make recommendations on increasing the feeling of welcome for visitors to FLC.

4.1.3 Film and Faith Series – an FLC ministry since 2014.

Mission: Shows films involving faith stories and/or issues.

Membership: The public is invited.

Meetings: As scheduled and announced. Events are in the evening. Films are shown in the Fellowship Center.

Responsibilities: Establishes the film schedule, acquires the films, and shows the films. Coordinates with the Fellowship Committee for refreshments (drinks, popcorn).

4.3 Stewardship Committee

Mission: The goal of our stewardship ministry is to help God's people grow in their relationship with Jesus through the use of the time, talents, and finances that God has entrusted to them.

Membership: The Stewardship Committee will include at least one member who is a member of the Council (at minimum, the Council liaison). The chairperson will encourage dedicated members of the congregation to serve on the committee for an indefinite term.

Meetings: Generally on the second Tuesday of the month at church (exact time and location as per the weekly Bulletin or as announced).

Responsibilities:

- To educate, encourage, and provide leadership to the congregation in being faithful stewards of the gifts given to them by God in terms of financial support, time and talent.

- Cultivate a positive stewardship culture and provide guidance on how to be good stewards of God's gifts.
- Work closely with the Finance Committee and Financial Secretary to ensure that the congregational financial gifts are coordinated with the church's budgetary needs.
- Work closely with the congregation to educate members regarding the financial needs of the church and encourage faithful giving.
- Work with the Financial Secretary in the analysis of giving.
- Coordinate the annual Time and Talent survey and provide the information to the appropriate committee and organization leaders.
- Coordinate the annual financial stewardship pledge effort by promoting proportional giving.
- Provide opportunities to thank the congregation for their faithful stewardship of God's gifts.
- Promote the expression of the Christian faith in daily life of members.
- Teach the Christian use of money.
- Support Commitment Sunday/Committee Signups.
- Stay abreast of Simply Giving policies and procedures as well as current thinking regarding new technology and giving methods.
- Recommend the giving categories printed on envelopes, any special envelope requirements, and the distribution system for the envelopes to the Finance Committee, Financial Secretary, and the church office.
- Approve all expenditures within assigned budgetary line items.

4.4 Stephen Ministry – an FLC ministry since 1990.

Mission: To equip FLC lay persons to provide distinctively Christian one-to-one care people in the congregation and community experiencing all kinds of life situations, transitions and circumstances. Stephen Ministers provide more Christian care one-on-one to those who are in crisis situations.

Membership: Variable, dependent on the number of persons who have received the Stephen Ministry training. New Stephen Minister trainees are actively recruited each year in order to continue to meet the needs of the congregation and community (one-on-one care) as well as offer helpful programs.

Meetings: Second Monday of the month at 7:00 pm and as necessary on an individual basis.

Responsibilities of Stephen Ministers (SM):

- Express God's care through their lives to others.
- Receive 50 hours of initial training in important caring ministry skills and concepts.
- Commissioned as Stephen Ministers after completing their initial 50 hours of training.
- Committed to regularly meeting with a person in need to offer Christian-based support and care (caring relationship).
- Participate in regular support and supervision under the guidance of trained Stephen Leaders.
- Devoted to preserving the confidential nature of the caring relationship.
- Receive continuing education and skill building throughout their years of service.
- Beyond the one-on-one caring relationships, Stephen Ministers at First Lutheran also provide the following programs:
 - Two annual Bereavement/Transition programs: 1) A three-session offering in the Spring and 2) a one-day workshop in the Fall.
 - Continuing Education: At least one session held annually on topics related to caring for individuals undergoing difficult life transitions. These informational sessions are routinely opened to the Congregation.
 - DivorceCare and DivorceCare for Kids (DC and DC4K), 13-week sessions offered twice a year.
- Approve all expenditures within assigned budgetary line items.

4.4.1 Divorce Care and Divorce Care for Kids (DC4K) – an FLC ministry since 2011.

Mission: To provide biblically-based programs designed to help families heal from the pain of separation and divorce. More information is available at www.divorcecare.org and www.dc4k.org. The FLC Divorce Care and DC4K lead facilitator can be contacted by querying zip code 20142 or indicating Ellicott City, MD on these websites.

Membership: FLC volunteers share leadership and facilitate the weekly sessions. Divorce Care and DC4K volunteers need not be trained as Stephen Ministers. Volunteers are also needed for support functions such as public relations.

Family participants are often not be members of FLC and the program is advertised widely in Ellicott City area churches. Some participants belong to no family faith.

Meetings: As scheduled, typically Wednesdays at 7 pm.

Responsibilities: Conduct parallel 13 week sessions twice per year (i.e., Divorce care and DC4K are run at the same time). Divorce Care and DC4K curricula include videos, confidential sharing, and peer support. Divorce Care and DC4K workbooks review the videos and encourage personal reflection.

4.4.2 Bereavement Care – an FLC ministry since 2003.

Mission: To provide comfort, care, and a safe, healing environment for those grieving losses or are in transition.

Membership: While most of the facilitators are trained Stephen Ministers and Leaders, we invite volunteers who are experienced in or feel called to provide grief support

Meetings: We offer Bereavement Care twice a year: a six-session class in May and a morning workshop usually on the Saturday before Thanksgiving.

Responsibilities: Facilitators lead a class or a portion of the workshop. Sessions include videos, confidential sharing, and compassionate listening.

4.5 Meal Train Team– an FLC ministry since 1995.

Mission: To prepare and deliver covered dishes to congregational members and others as suggested by the church office following hospitalization, child birth, or perhaps grief experiences, or just when the “quiet comfort of a covered dish” makes a difference.

Membership: Congregational members who volunteer to prepare and/or deliver covered dishes as suggested by the Pastors or the church office via the Care Team leader.

Meetings: As necessary.

Responsibilities: Monitor e-mail and decide if the time was convenient, to help meet a need.

Volunteers may prepare a covered dish meal, and/or deliver it, and/or visit with those for whom the extra contact makes a difference. Some members have purchased soup and/or salad for those with whom they want to share God’s love instead of making a meal, Such visits average 2-3 per month.

4.6 Funeral Reception Support

Mission: To provide a funeral reception, when requested, including food in the Fellowship Center. This is a service coordinated historically by WELCA (see Article 2.5) but supported by volunteers throughout the congregation regardless of WELCA affiliation or gender.

Members: Volunteers provide the food, serve the food, and clean up afterwards.

Meetings: As required.

Responsibilities:

- Provide food, which may be by volunteer donations, catering, or some combination of the two.
- Ensure the Fellowship Center furniture has been arranged appropriately for the number of guests expected.
- Stage the Fellowship Center furnishings appropriately, including table cloths and flower arrangements.

4.7 Health Ministry – an FLC ministry since 2004.

Mission: To promote the health in body, mind, and spirit of the congregation.

Membership: FLC members who are health professionals or who have a passion for the mission.

Meetings: No meetings. The blood pressure screenings by the parish nurses occur on first Sunday of the month.

Responsibilities:

- Provide the parish nurse functions such as regular blood pressure screenings.
- Investigate additional offerings, such as flu shots.

Other considerations: There are additional projects that could be done, such as

- Develop health-related support groups
- Develop and conduct health related education for children, youth, adults.

4.9 Prayer Shawl Ministry – an FLC ministry since 2006.

Mission: To offer our God-given talents and gifts as Prayer Shawls are prayerfully and lovingly crafted. Prayer Shawls serve as a tangible reminder of the warm and loving presence of God and the prayers of His People. Shawls or lap robes are given to persons near and far who are experiencing a difficult or painful life event.

Membership: Volunteers.

Meetings: Usually on the first Monday of the month from 10 am to 12 noon at Church.

Responsibilities:

- Begin with a prayer – then knit or crochet on shawls in progress. Prayers are said at the end with members holding the completed shawls.
- Provide written prayers of healing or comfort.
- Provide a pamphlet containing patterns and a description of the meaning of the yarn colors is available for those knitters who are unable to attend the monthly meetings.

4.10 Prayer Ministry

Mission: To promote the prayer in the congregation, by offering prayers for people who need God's loving care.

Membership: Open to anyone by contacting the Pastors.

Meetings: As desired.

Responsibilities:

Individuals are asked to pray regularly for person(s) as referred to them by the Pastors.

Other considerations:

The Pastors desire to expand this ministry to help members incorporate prayer into our daily lives. This could include:

- Regular prayer meetings.
- Prayer workshops for education on the many ways to pray.
- Prayer walking, including the Prayer Walking tour of FLC. Other prayer events.

5. ADMINISTRATIVE MINISTRY

5.1 Finance Committee

Mission: To oversee FLC's financial operations. This includes the preparation of the annual budget of the congregation and providing the ways and means for gathering the needed funds in a scriptural and systematic way.

Membership: Volunteers but including the Treasurer and the Financial Secretary of the congregation and a Council liaison. The bookkeeper may also participate. There are no restrictions on years of membership. The committee shall elect its chairperson and other positions as needed. Additional persons may be recruited as needed for specific tasks and special projects. Many members bring accounting, financial, or business professional experience to the committee.

Meetings: Monthly on the second Wednesday at church (exact location per the weekly bulletin or as announced), 7:30 p.m.

Responsibilities:

- Review the church bills and current financial status of the congregation each month.
- Ensure FLC Constitution requirements regarding benevolence to the Synod are met.
- Provide for the counting and deposit of offerings and other monies of the church by recruiting, scheduling, and overseeing of offering tellers.
- Make recommendations, when necessary, concerning financial status and/or related financial, legal, and corporate affairs of the congregation. Consider such factors as current expenditures, spending patterns, historic operation of the Church, assessment of faith giving, and congregation priorities for the forthcoming year.
- Make the necessary arrangements to secure loans to meet financial obligations of the congregation upon a Congregation Council request.
- Provide annual audits of the financial records of the committees and organizations of the congregation in cooperation with the Audit Committee.
- Recommend to the Council the process for the annual audit including whether to be performed by an Audit Committee or to be contracted out (Budget Line Item 7540).
- Review the audit and recommendations. Advise the Council.
- Coordinate with the Preschool Director and Treasurer.
 - Determine with the Preschool the extent to which the Preschool is included within the annual audit process.
 - Review the Preschool budget.
 - Review the Preschool budget performance quarterly with the Preschool. Advise the Congregation Council as necessary.
- Coordinate with the Property Committee on financial matters associated with any rental properties.
- Coordinate the yearly review of the property and liability insurance policies and make recommendations to the Council in support of Council responsibilities per FLC Constitution C12.05e.
- Conduct Financial Town Halls periodically during the year and especially during the budget building process. These events are to keep the Congregation apprised of the church's financial operations and to provide a forum to ask questions.
- Conduct the budget building process.
 - Develop an integrated schedule in coordination with the Stewardship Committee.
 - Solicit budget requests from the standing committees and other organizations within the congregation.
 - Conduct budget meetings with standing committees and other organizations within the congregation which make budget submissions to better understand programmatic requests.
 - Make a decision on a proposed budget and for the committees to outline their plans for the forthcoming fiscal year.
- Develop and maintain the FLC fund raising policy and review annually with the Senior Pastor and the Congregation Council. (See Continuing Resolution 12.05 series).
- Approve all expenditures within assigned budgetary line items.

5.1.2 Endowment Committee

Mission: To review and consider gifts made to the Endowment Fund, from bequests, gift annuities, insurance policies, trusts, and other planned or deferred arrangements, as well as cash gifts. The Endowment Fund is a permanently restricted fund of the congregation.

Membership: Three to five members, nominated by the Finance Committee and approved by the Congregation Council. Backgrounds in finance, accounting, or bookkeeping are helpful. At least one of the members must be a member of the Finance Committee. Terms are three years, with not more than two terms expiring in any given year. Members may be re-elected.

Meetings: As required, but at least annually.

Responsibilities:

- Responsible for the Endowment Fund and any transactions affecting in accordance with the FLC Endowment Policy and FLC Constitution C5.05.
- Be the fiscal agents for the Endowment Fund.
- Accept and acknowledge gifts to the Endowment Fund.
- Develop the Investment Policy Statement. Establish reasonable growth objectives while minimizing risk.
- Maintain the records of all gifts to the Endowment Fund.
- Maintain a complete accounting of all investments.
- Report to the Finance Committee quarterly on the current state of the Endowment Fund.
- Report to the Congregation annually via the Annual report Addendum on the current state of the Endowment Fund.
- Promote and advertise the Endowment Fund.
- Ensure the benefits of the endowment are realized by members of the body of Christ in a timely manner. In consultation with the Finance Committee, entertain proposals for funds which may be distributed.

5.1.3 Tellers

Mission: To accurately count and record the offering following church services and prepare for delivery to the bank.

Membership: Volunteers. A minimum of two, preferably three tellers is required to count and record the offering.

Meetings: Teller functions are generally performed on Monday mornings. For non-Sunday church services, the teller function must be coordinated with the church office to ensure access to the safe repository. Training may be occasionally scheduled by the Financial Secretary.

Responsibilities:

- Count the offering.
- Record the offering and the envelope number in the teller's computer software (ACS).
- Record Simply Giving (direct deposit) information into ACS and provide deposit amount to the bookkeeper.
- Prepare the offering for delivery to the bank.
- Deliver donations to the bank.

5.3 Operations/Office Volunteers

Mission: To support the Ministry Support Specialists in the day-to-day administrative functions, as required.

Membership: Volunteers

Meetings: As needed.

Responsibilities: Typical responsibilities include filing, scanning, copying, stuffing envelopes, back-up phone answering, maintaining bulletin boards, etc.

5.4 Property Committee and Volunteers

Mission: To oversee the maintenance and upkeep of the buildings and property of First Lutheran Church, including the sanctuary, education building, parsonages, and associated grounds.

Membership: Volunteers, and Council liaison. The membership of this committee should be at least six persons with one member as the Council liaison. There are no restrictions on years of membership. Additional volunteers are needed for specific tasks and special projects.

Meetings: Monthly, generally on the second Monday of each month, at 6:30 pm at the church (exact location as per the weekly bulletin or as announced).

Responsibilities:

- Work in coordination with the paid staff of FLC on property-related issues.
- Coordinate with Finance Committee and Treasurer on discretionary property-related spending, rental income, and regular review of adequacy of property insurance.
- Coordinate with Worship and Music Committee on infrastructure support and selected maintenance to the organ (humidifier), baptismal font system, sanctuary speaker system.
- Coordinate with other ministries and committees on facility maintenance issues and capital investments for property.
- Coordinate with the appropriate Ministry Support Specialist for facility cleanliness and readiness requirements based on calendar considerations.
- Coordinate volunteer efforts for Church workdays, specific room painting, etc.
- Oversee the following contracts:
 - Gas
 - Electric
 - Telephone and Internet service
 - Fire protection systems (sprinklers, fire pumps, alarms) service and inspection
 - Fire extinguisher inspection
 - Trash removal
 - Grounds maintenance (routine)
 - Grounds maintenance (special - snow removal and salt application)
 - Cleaning service
 - Property management for rental properties (parsonages)
 - Parsonage utilities when occupied by staff members
 - Parsonage installed system service contracts
- Conduct annual inspection of the parsonages for maintenance and replacement needs
- Maintain the list of preferred vendors for emergent electrical, mechanical, plumbing, locksmith services.
- Manage deferred maintenance list.
- Oversee planned (i.e., scheduled) maintenance of buildings and systems
- Maintain and execute the Church's wastewater management plan under county oversight.
- Maintain county certification of food handling facilities.
- Maintain state certification of boilers, as required for property insurance.
- Maintain the church's file of blueprints (hard and soft copies), technical documentation, system and equipment history files
- Assist, as requested, church readiness for non-routine events (e.g., large funerals, concerts)
- First responders to plant property issues
- Approve all expenditures within assigned budgetary line items.

5.8 Synod Assembly

Mission: To participate in the annual Synod Assembly of Delaware-Maryland Synod, as part of the wider church. Participation includes taking an active role in the business of the church, including the study and adoption of synod resolutions and memorials, learning of the many and varied church and global ministries the synod supports, approval of the annual Faith Spending Plan, and participation in daily worship with fellow disciples from across the synod. In the past there have been plenary speakers associated with the theme for the year, workshops, and special events for youth and young adults. Themes have included topics pertinent to congregational life (e.g., evangelism, discipleship). Additionally there is a time of appreciation and reflection on the milestone anniversaries of rostered leaders and recognition of those who have died in the faith in the past year.

Membership: Pastors and congregation members. If interested, please speak with the Pastors.

Meetings: As scheduled annually.

Responsibilities:

- Attend annual Synod Assembly as provided for by FLC Constitution Article C5.04.
- Inform congregation of decisions passed and new initiatives, as well as carry out resolutions that were adopted during the business of the assembly.