

# 2023 MINISTRY PLAN AND FUNDING PROPOSAL



MAKING CHRIST FOLLOWERS WHO WORSHIP, GROW,  
SERVE, AND STEWARD



# TABLE OF CONTENTS

PRESIDENT’S MESSAGE – SANDY STEELE .....	7
PASTOR’S MESSAGE – PASTOR STEVE ERNST .....	8
RLC DAYS OF PRAYER & PREPARATION FOR THE ANNUAL MEETING .....	9
2022 ANNUAL MEETING AGENDA.....	10
2021 ANNUAL MEETING MINUTES – OCTOBER 31, 2021 .....	11
RLC CORE VALUES.....	13
VISION AND MISSION .....	14
ORGANIZATIONAL STRUCTURE = MINISTRY MATRIX .....	15
RLC MINISTRY MATRIX.....	16
RLC OBJECTIVES (LONG RANGE MINISTRY PLAN).....	17
WORSHIP MINISTRIES MATRIX.....	19
WORSHIP MINISTRIES.....	21
ACOLYTES .....	22
BANNER/PARAMENTS TEAM.....	22
CHANCEL CHOIR .....	22
CHILDREN’S CHOIR .....	23
COMMUNION ASSISTANTS.....	23
COMMUNION SET UP/CLEAN UP.....	23
LECTORS .....	24
NEW MEMBER’S TEAM .....	24
PRAISE TEAM .....	24
SANCTUARY DÉCOR .....	25
SHEPHERDS .....	25
USHERS .....	26
SPIRITUAL GROWTH MINISTRIES MATRIX .....	27
SPIRITUAL GROWTH MINISTRIES.....	29
ADULT EDUCATION.....	30
ADULT SMALL GROUP TEAM.....	30
CATERING TEAM .....	30
CHILDREN’S ADVENT EVENT.....	31
CHILDREN’S CHRISTMAS PROGRAM .....	31
CHILDREN’S CHURCH .....	32
CONFIRMATION MINISTRY.....	32

HANNAH CIRCLE .....	34
FAMILY MINISTRY .....	34
FELLOWSHIP MINISTRY TEAM .....	35
HIGH SCHOOL MINISTRY .....	35
MEMORIAL RECEPTIONS TEAM.....	36
MEN’S MINISTRY .....	37
MIDDLE SCHOOL MINISTRY .....	37
MONDAY NIGHT STUDY.....	38
SUNDAY SCHOOL .....	38
SUPERKIDS!.....	38
VACATION BIBLE SCHOOL (VBS).....	39
WEDDING AND RECEPTIONS TEAM .....	40
WEDNESDAY DINNERS .....	40
CHRISTIAN SERVICE MINISTRIES MATRIX .....	41
CHRISTIAN SERVICE MINISTRIES.....	43
ASSISTING MINISTERS .....	44
COMMUNITY WORSHIP .....	44
FOOD PANTRY.....	44
GRIEF SUPPORT MINISTRY TEAM .....	45
HEALING PRAYER MINISTRY TEAM .....	45
INTERCESSORY PRAYER GROUPS .....	45
OUTREACH MINISTRY TEAM .....	46
PRAYER MINISTERS.....	47
PRAYER MINISTRY TEAM.....	47
SEWING BEE .....	48
VISITATION MINISTRY TEAM .....	48
BIBLICAL STEWARDSHIP MINISTRIES MATRIX.....	49
BIBLICAL STEWARDSHIP MINISTRIES .....	51
CASHIERS .....	52
FACILITIES SAFETY MINISTRY TEAM.....	52
FINANCE TEAM.....	53
FUNDRAISING TEAM .....	53
HARDWARE & PERIPHERALS TEAM .....	54
KITCHEN TEAM.....	54
MEMBER INVOLVEMENT (CONNECTIONS) .....	54
PROPERTY MINISTRY TEAM .....	55

PRODUCTION TEAM..... 56

PROJECTION TECHNICIANS..... 56

RECYCLING TEAM..... 56

SECURITY TEAM..... 57

SOUND BOARD OPERATORS..... 57

COUNCIL APPOINTED COMMITTEES ..... 58

MINISTRY FUNDING PROPOSAL FOR 2023 – SUMMARY ..... 59

MINISTRY FUNDING PROPOSAL FOR 2023 - DETAIL..... 61

MINISTRY FUNDING PROPOSAL COMPARISON W/2021 ..... 64



## PRESIDENT'S MESSAGE – SANDY STEELE

Dear RLC Congregants,

Well, after two years of being in quarantine (or semi-quarantine) and masked, here we are with yet another year under our belts. Life at RLC continues to return to normal – whatever our normal may be these days. Covid continues to “rear its ugly head” at times and cause delays or cancellations, but we’re learning to cope and adjust accordingly and God continues to walk with us through it all. *“Be strong and courageous. Do not be afraid or terrified because of them, for the LORD your God goes with you; he will never leave you nor forsake you.”* Deuteronomy 31:6

Although we continue to experience changing and challenging times, what remains unchanged is Council’s commitment to take “watchful and responsible care of the life and activities of this congregation” and we do so “in accordance with the Word of God.” We experienced only one change within Council this year. Bill Peterson, who served as a Council-elected member-at-large, relocated out of the area and Council elected Brandon Wheeler to fill that vacancy. We will miss Bill (and Sue) but we welcome Brandon to our group. We accomplished many of our scheduled (and unscheduled) tasks which will be shared with you at our annual meeting. So, be sure to join us on October 30 to learn all about this year’s accomplishments at RLC and what we have to look forward to next year; remembering, of course, that whatever we may plan we **are** in God’s hands. *“In their hearts humans plan their course, but the Lord establishes their steps.”* Proverbs 16:9.

One item of note is Council’s completion of the review of RLC’s Constitution and Bylaws on schedule. You have received for your review our proposed changes to a very few of RLC’s Bylaws which will be presented for your approval at the annual meeting. The proposed revisions to the Constitution, which has also been provided to you for your review, was approved by the congregation at last year’s annual meeting and will be presented to you, again, for ratification without change. We are, therefore, recommending no further changes to the Constitution at this time.

As always, I give my heartfelt thanks and appreciation to those of you who helped in continuing life at RLC. I thank Council for giving of themselves, their time, support, and prayers, especially when things didn’t go quite as planned. I give to Staff an extra special “thank you” for their dedication, faithfulness, and resourcefulness. And, I thank you (the congregation) for your trust, your support, and especially for your prayers. I say to each and every one of you, *“Well done, good and faithful servant. You have been faithful over a little; I will set you over much. Enter into the joy of your master.”* Matthew 25:23

God has a plan for us here at RLC and I look forward to seeing where He is leading us.

Grace and Peace to you all!

*Sandy Steele*

President

## **PASTOR'S MESSAGE – PASTOR STEVE ERNST**

### **We're Not Out of the Wilderness**

*Then Jesus was led by the Spirit into the wilderness to be tempted by the devil.*

- Matthew 4:11

The Bible speaks often of the “Wilderness.” Most often, when it does, the wilderness is a place of troublesome experiences. In the wilderness, the Israelites wandered for 40 years before entering the promised land. In the wilderness, prophets suffered deep isolation. In the wilderness, there were dangers and troubles. In the wilderness, David fled from God.

For close to three years now, many of us have felt like we're in the wilderness. Hungry, alone, desperate, fearful, longing for God's divine deliverance. As much as we were hopeful that things would be different in 2022 from the two previous years, it just wasn't. Clearly, we are not out of the wilderness yet.

The well-known idiom, “not out of the woods,” speaks well to our current situation meaning, “still having difficulties with something or still in a bad condition.” Everyone knows, things are not as they should be, and the church is no exception.

I'd like to think and believe things will be different in 2023, but who knows? Things may be in this flux and transformation for years to come. Is this the modern-day Church's 40 years in the wilderness or are we knocking on the door of Canaan? I suspect it's closer to the former than the later.

So, where's the good news in that? I think we can learn a lot from Jesus' time in the wilderness as recorded in Matthew 4. It's the beginning of Jesus' public ministry and he goes to John the Baptist to be baptized and as soon as he is he “was led by the Spirit into the wilderness to be tempted by the devil.” There are several things here which capture my attention, and perhaps yours as well.

First, Jesus was led. This means it was the Holy Spirit, God himself, who led Jesus into this wilderness place. This place of isolation, danger, trouble, wandering and the rest. Why would God do this? I believe because the wilderness is often the place where God shapes his people. And this is what God does with Jesus.

Second, the purpose of Jesus' wilderness experience was to be tempted by the devil. What the heck!? We ask, “what's going on here, Lord?” However, it is through Jesus' temptation, he is proven faithful and obediently surrendered to God the Father.

Lastly, and most importantly, having been indwelt and empowered by the Holy Spirit, Jesus lives fully into the power and presence of God. You see, things necessarily had to go in the exact order they went. In his baptism Jesus was prepared to fight the enemy.

The good news here is that God, by the power and presence of the Holy Spirit has come into the wilderness (woods) with us. No, we are not out of the wilderness, but the God of the universe has joined us here and will shape, mold, form, and even deliver us! This is my hope. This is my prayer. This is my expectation for Richland Lutheran Church in 2023.



## RLC DAYS OF PRAYER & PREPARATION FOR THE ANNUAL MEETING

*“AT DAYBREAK HE DEPARTED AND WENT INTO A DESERTED PLACE. AND THE CROWDS WERE LOOKING FOR HIM; AND WHEN THEY REACHED HIM, THEY WANTED TO PREVENT HIM FROM LEAVING THEM. BUT HE SAID TO THEM, ‘I MUST PROCLAIM THE GOOD NEWS OF THE KINGDOM OF GOD TO THE OTHER CITIES ALSO; FOR I WAS SENT FOR THIS PURPOSE.’ SO HE CONTINUED PROCLAIMING THE MESSAGE IN THE SYNAGOGUES OF JUDEA.”*

*-LUKE 4:42-44*

This text from Luke reminds us Jesus prayed before he made difficult and godly decisions. This little “prayer getaway” of Jesus happens right before he calls his first disciples. It is no coincidence Jesus went to his father in prayer before such a big decision. In this spirit of Jesus we too encourage you, member of RLC, to go to God in prayer before returning your ballots by October 25, 2020. You can do this anytime and anywhere.

Let us go to a deserted place and lift up our hearts and heads before our father as we prepare for our annual meeting.

# 2022 ANNUAL MEETING AGENDA

OCTOBER 30, 2022

CALL TO ORDER/ESTABLISH QUORUM SANDY STEELE, CONGREGATION PRESIDENT

OPENING PRAYER PASTOR STEVE, LEAD PASTOR

APPROVAL OF ANNUAL MEETING MINUTES FOR 2021

REPORTS TO THE CONGREGATION

PASTOR'S OVERVIEW OF 2022

PASTOR STEVE, LEAD PASTOR

FINANCIAL REPORT

JEANNE DILLNER, FINANCE OFFICER

COUNCIL REPORT

SANDY STEELE, CONGREGATION PRESIDENT

OLD BUSINESS

CONSTITUTION RATIFICATION

NEW BUSINESS

BYLAWS REVISION RECOMMENDATIONS

ELECTION OF NOMINATING COMMITTEE MEMBERS

NOMINEES: JON ERLANDSON, JIM HONEYMAN, LIZ CHRISTIANSEN

ELECTION OF OFFICERS AND COUNCIL MEMBERS

NOMINEES: KRISTIN IMHOFF – VICE PRESIDENT; BRANDON WHEELER –

SECRETARY; JIM LACHUT – MEMBER-AT-LARGE; VICKI GLASSFORD – MEMBER-

AT-LARGE; GLENN EDGEMON - MEMBER-AT-LARGE

PRESENTATION OF 2023 MINISTRY PLAN

PASTOR STEVE, LEAD PASTOR

ADOPTION OF 2023 OPERATING BUDGET

SANDY STEELE, CONGREGATION PRESIDENT

JEANNE DILLNER, FINANCE OFFICER

ADJOURNMENT

CLOSING PRAYER

AMANDA DANIELS, YOUTH & FAMILY MINISTER

## 2021 ANNUAL MEETING MINUTES – OCTOBER 31, 2021

### CALL TO ORDER/ESTABLISH QUORUM

*The annual Congregational meeting was called to order by Congregation president Sandy Steele on October 31, 2021, at 12:30 pm. A quorum was established with over 70 eligible congregants signed into the meeting.*

### OPENING PRAYER-PASTOR STEVE, LEAD PASTOR

DUE TO COVID-19 RESTRICTIONS THE ANNUAL MEETING IN 2020 WAS NOT HELD, THEREFORE NO MINUTES WERE NEEDING TO BE APPROVED.

### REPORTS TO THE CONGREGATION

#### PASTOR'S OVERVIEW OF 2021

PASTOR STEVE, LEAD PASTOR

*Pastor Steve reviewed RLC's vision, and our Ecclesial Structure, the Ministry Matrix.*

#### FINANCIAL REPORT

BILL PETERSON, FINANCE OFFICER

*Bill Peterson reported on January-September's income Statement Budget vs. Actual and reviewed a Balance Sheet Comparison of income and expenses from September 30, 2020, and September 2021.*

#### COUNCIL REPORT

SANDY STEELE, CONGREGATION PRESIDENT

*Sandy Steele reported on Council's key decisions over the last year, Routine Council Actions, Maintenance/Equipment, Operating Reserve Uses, Council Committees, Congregation Committees, Audit Committee, and the 75<sup>th</sup> Anniversary celebration.*

### OLD BUSINESS

#### OFFSITE RETREAT CENTER FUND TEAM RECOMMENDATIONS

*Sandy Steele visited the history the Retreat Center Funds. A motion was made and seconded to bring this issue back to the floor as it was tabled at the last congregational meeting in 2019. The motion passed.*

*Once on the floor a motion was made and seconded to Amend the Allocation from dollar amounts to percentages and redirect to GNMM the funds allocated to the Food Pantry since this ministry is currently well funded and not in need of the funds. This changes the distribution for the Food Pantry to 0% and GNMM to 12%. This motion was approved.*

*A final motion was made and seconded to approve the allocations as amended. The motion passed.*

CONSTITUTION/BYLAWS REVISION RECOMMENDATIONS

*The proposed changes in the Bylaws were reviewed, Motion made and seconded to accept and motion passed. Bylaws revisions to be immediately effective.*

*The proposed revisions of the constitution were reviewed, motion made and seconded to accept, and motion passed. Constitution to be effective upon congregational ratification at the 2022 Annual Meeting.*

NEW BUSINESS

ELECTION OF NOMINATING COMMITTEE MEMBERS

NOMINEES: FRED KREMMER, SUSIE KELLER, PAMELA WARREN

*A motion was made and seconded to elect the Candidates to the nominating committee. the motion passed.*

ELECTION OF OFFICERS AND COUNCIL MEMBERS

NOMINEES: SANDY STEELE, PRESIDENT; KRISTEN IMHOFF, VICE-PRESIDENT (ONE YEAR); JEANNE DILLNER, FINANCE OFFICER; PATTI MILLER, MEMBER-AT-LARGE; FRED BALL, MEMBER-AT-LARGE; JIM LACHUT, MEMBER-AT-LARGE (ONE YEAR)

*The nominees were introduced. A motion was made and seconded to elect the nominees to the council for 2022. The motion passed.*

PRESENTATION OF 2022 MINISTRY PLAN                      PASTOR STEVE, LEAD PASTOR

*Pastor Steve spoke about the 2022 ministry plan.*

ADOPTION OF 2022 OPERATING BUDGET                      SANDY STEELE, CONGREGATION PRESIDENT  
BILL PETERSON, FINANCE OFFICER

*The ministry Funding Proposal operating budget for 2022 was presented. A motion was made and seconded to approve. The motion was approved.*

ADJOURNMENT

*Sandy Steele adjourned the meeting at 1:45.*

CLOSING PRAYER

AMANDA DANIELS, YOUTH & FAMILY MINISTER

*Respectfully submitted by Council Secretary Diane K. Hahm Bonin.*

## RLC CORE VALUES

We value **SPIRITUALITY** and spiritual things (having to do with things of the spirit and spiritual nature) as opposed to temporal, earthly, or human things.

*COLOSSIANS 3:1-5 – “SO IF YOU HAVE BEEN RAISED WITH CHRIST, SEEK THE THINGS THAT ARE ABOVE, WHERE CHRIST IS, SEATED AT THE RIGHT HAND OF GOD. SET YOUR MINDS ON THINGS THAT ARE ABOVE, NOT ON THINGS THAT ARE ON EARTH, FOR YOU HAVE DIED, AND YOUR LIFE IS HIDDEN WITH CHRIST IN GOD. WHEN CHRIST WHO IS YOUR LIFE IS REVEALED, THEN YOU ALSO WILL BE REVEALED WITH HIM IN GLORY. PUT TO DEATH, THEREFORE, WHATEVER IN YOU IS EARTHLY.”*

We value **LOVE** in the way we relate to and interact with God and others.

*LUKE 10:27 – “YOU SHALL LOVE THE LORD YOUR GOD WITH ALL YOUR HEART, AND WITH ALL YOUR SOUL, AND WITH ALL YOUR STRENGTH, AND WITH ALL YOUR MIND; AND YOUR NEIGHBOR AS YOURSELF.”*

We value **TRUTH** and honesty spoken and lived in a loving environment.

*EPHESIANS 4:25 – “SO THEN, PUTTING AWAY FALSEHOOD, LET ALL OF US SPEAK THE TRUTH TO OUR NEIGHBORS, FOR WE ARE MEMBERS OF ONE ANOTHER.”*

We value **ACCOUNTABILITY** between one-another when done with care, trust, and respect.

*GALATIANS 6:1-2 – “MY FRIENDS, IF ANYONE IS DETECTED IN A TRANSGRESSION, YOU WHO HAVE RECEIVED THE SPIRIT SHOULD RESTORE SUCH A ONE IN A SPIRIT OF GENTLENESS. TAKE CARE THAT YOU YOURSELVES ARE NOT TEMPTED. BEAR ONE ANOTHER’S BURDENS, AND IN THIS WAY YOU WILL FULFILL THE LAW OF CHRIST.”*

We value **INTEGRITY** in all we become and do.

*TITUS 2:6-8 – “LIKEWISE, URGE THE YOUNGER MEN TO BE SELF-CONTROLLED. SHOW YOURSELF IN ALL RESPECTS A MODEL OF GOOD WORKS, AND IN YOUR TEACHING SHOW INTEGRITY, GRAVITY, AND SOUND SPEECH THAT CANNOT BE CENSURED; THEN ANY OPPONENT WILL BE PUT TO SHAME, HAVING NOTHING EVIL TO SAY OF US.”*

## VISION AND MISSION

Richland Lutheran Church is a Congregation of Christ Followers who are making disciples who **WORSHIP, GROW, SERVE, AND STEWARD**. As you'll note, the mission statement divides our ministries into four specific areas of focus for the church as detailed above. The Biblical basis for these four foci is found in Colossians 3:1-17 and outlined in the table below.

Area of Focus	Verses	Theme Verse	Mindset/Attitude
Worship	Col. 3:15-17	"Let the message of Christ dwell among you richly as you teach and admonish one another with all wisdom through psalms, hymns, and songs from the Spirit, singing to God with gratitude in your hearts."	It's all about Jesus!
Spiritual Growth	Col. 3:5-11	"You have taken off your old self with its practices and have put on the new self, which is being renewed in knowledge in the image of its Creator."	All I am is Jesus'
Christian Service	Col. 3:12-14	"Clothe yourselves with compassion, kindness, humility, gentleness and patience...bear with each other."	All I do is Jesus'
Biblical Stewardship	Col. 3:1-4	"Set your hearts/minds on things above...for you died and your life is now hidden with Christ in God."	All I have is Jesus'

## ORGANIZATIONAL STRUCTURE = MINISTRY MATRIX

Every organization has a structure that helps to define how roles, responsibilities, goals, tasks, coordination, activities, supervision, administration and management, among other things, are used and directed to accomplish the organizational goals and aims. Richland Lutheran has developed a structure to determine and define these based on, and rooted in, our mission. We call this ministry structure the “Ministry Matrix.” The ministry matrix helps us to best accomplish our mission and vision and work together as the “Body of Christ,” the Church.

## MINISTRY MATRIX = MINISTRY AREAS

Worship  
Grow  
Serve  
Steward

On the following pages you’ll note that in each of the four areas there are ministry teams represented by “bubbles” which comprise that particular area’s roles and responsibilities.

## MALT = MINISTRY AREA LEADERSHIP TEAM

The four ministry areas, **WORSHIP, GROW, SERVE, AND STEWARD** each have a leadership team, or MALT (Ministry Area Leadership Team), which is comprised of Lead staff, a ministry assistant, and two council members. Together, the staff and council work to provide overall leadership, prayer, and communications to our four ministry areas.

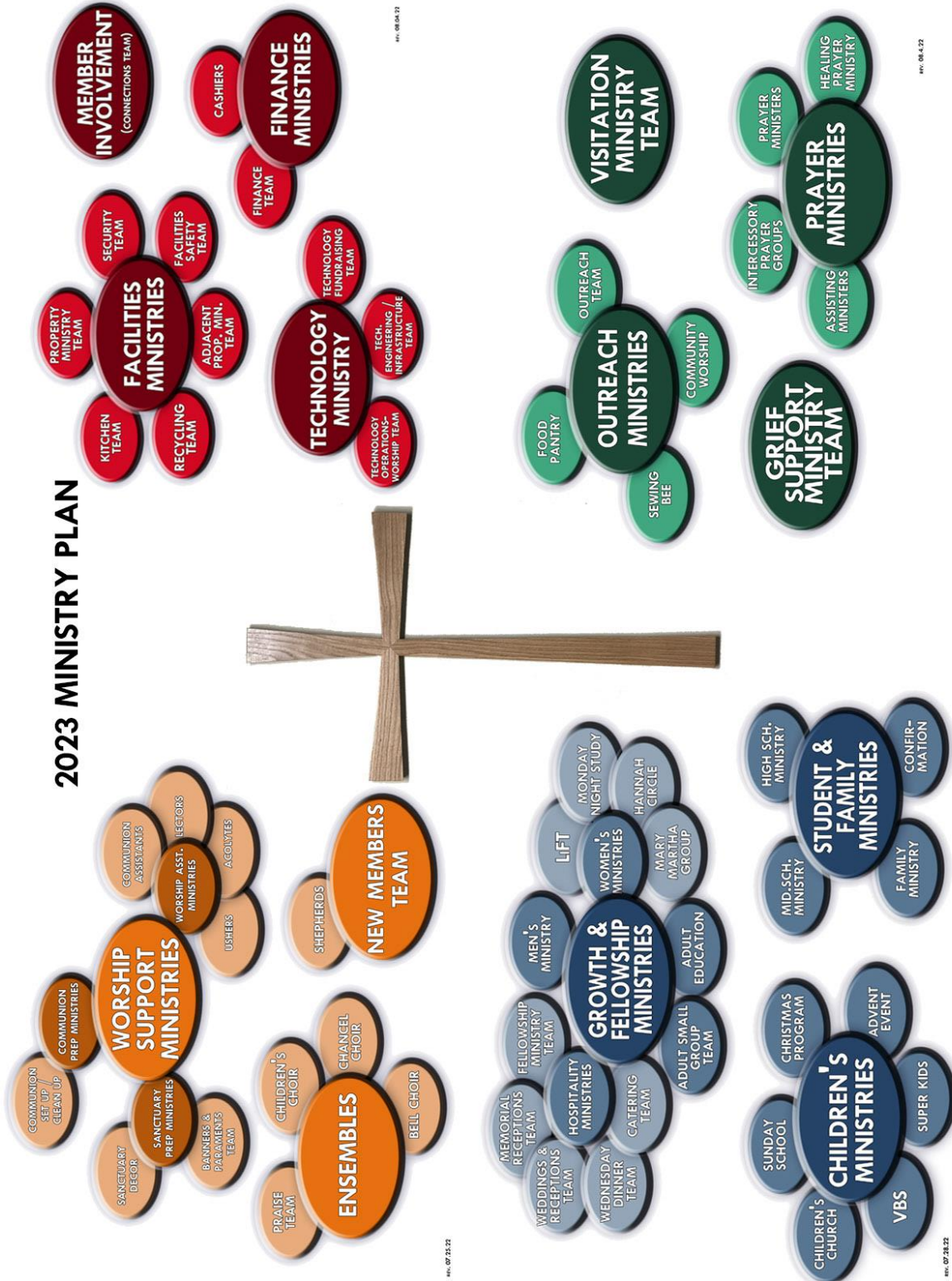
MALT	Lead Staff	Ministry Assistant	Council Member
Worship	Pastor Steve	Jenny Page	Two Council members
Grow	Pastor Steve Amanda Daniels	Jenny Page	Two Council members
Serve	Pastor Steve	Kelly Westlund	Two council members
Steward	Pastor Steve	Lisa Wiegand	Two council members

## MINISTRY AREAS = YOU

We hope that you’ll find an area that speaks to your spiritual gifts and get plugged in! For questions, or to get involved, please contact the corresponding ministry assistant or team leader as noted in the following pages.

# RLC MINISTRY MATRIX

## 2023 MINISTRY PLAN





## **RLC OBJECTIVES (LONG RANGE MINISTRY PLAN)**

### **PROVIDE OPPORTUNITIES FOR SPIRITUAL TRANSFORMATION**

*“Richland Lutheran Church is a congregation where God’s Word is the authority in faith and life and where people grow in their love for God.”*

### **DEVELOP CHRIST-FOLLOWING LEADERS**

*“Richland Lutheran Church is a congregation that nurtures Christ-centered leaders who are called by the Holy Spirit to serve His Church.”*

### **EXTEND MISSIONS**

*“Richland Lutheran Church is a congregation where every person loves others as Christ loves us.”*

### **WORSHIP GOD WITH PRAISE AND THANKS**

*“Richland Lutheran Church is a congregation that praises and glorifies the Triune God through worship services that proclaim the love of Christ through Word and the Sacraments.”*

### **EXPAND EVANGELISM EFFORTS**

*“Richland Lutheran Church is a welcoming congregation that is purposeful and deliberate in sharing the Gospel of Jesus Christ.”*

### **USE OUR RESOURCES TO ADVANCE GOD’S KINGDOM**

*“Richland Lutheran Church is a congregation that makes effective use of the resources provided by God to support His work.”*



# WORSHIP MINISTRIES MATRIX



REV. 07.25.22



## **WORSHIP MINISTRIES**

MINISTRY LEAD: STEVE ERNST, LEAD PASTOR

MINISTRY ASSISTANT: JENNY PAGE

TRADITIONAL WORSHIP COORDINATOR: SUSIE NUNAMAHER

COUNCIL MEMBERS (2): TBD

### WORSHIP MINISTRIES (*Contacts*)

ACOLYTES (*Jenny Page*)

BANNER/PARAMENTS TEAM (*Jenny Page*)

CHANCEL CHOIR (*Susie Nunamaker*)

CHILDREN'S CHOIR (*Molly Bevington*)

COMMUNION ASSISTANTS (*Jenny Page*)

COMMUNION SET UP/CLEAN UP (*Jenny Page*)

LECTORS (*Jenny Page*)

NEW MEMBERS TEAM (*Fred Kremmer*)

PRAISE TEAM (*Susie Nunamaker*)

SANCTUARY DÉCOR (*Sue Meek*)

SHEPHERDS (*Fred Kremmer*)

USHERS (*Jenny Page*)

### MAIN GOALS:

- Increase participation for various worship service opportunities using online scheduling
- Increase awareness of and impede potentially threatening disturbances during worship services
- Extend hospitality to develop richer relationships with members and visitors
- Create a worship environment that is of a tasteful manner that helps worshippers to be drawn into a closer relationship with Christ

## **ACOLYTES**

### **PURPOSE**

The Richland Lutheran Church Acolytes Team exists to serve Richland Lutheran Church's congregants during worship.

### **FUNCTIONS (IN NO PARTICULAR ORDER)**

- Serve as acolyte at worship services, according to the regularly accepted practice and style of individual services (i.e. robes, processing, etc.).
- Attend training sessions.
- Regularly sign up for service via scheduling website (preferred) or notify schedule coordinator of availability.
- Secure substitute for scheduled dates of service in a timely manner, and then make changes on scheduling website (preferred) or notify church office of change.

## **BANNER/PARAMENTS TEAM**

### **PURPOSE**

The Richland Lutheran Church Banners/Paraments Team (BPT) exists to serve Richland Lutheran Church's congregants through symbolic visual aides to worship.

### **FUNCTIONS (IN NO PARTICULAR ORDER)**

- Install sanctuary banners according to liturgical calendar color scheme.
- Install pulpit "curtains" according to liturgical calendar color scheme.
- Hang cross scarf according to liturgical calendar color scheme (except for green, Pentecost).
- Install altar paraments according to liturgical calendar color scheme.
- Update banners and paraments to create a welcoming and stylish environment that moves worshippers to grow in their relationship with Christ.
- Update "Today God Spoke My Name" baptismal banner with "droplets" as individuals are baptized during the year; and distribute "droplets" to individuals at the end of the year.

## **CHANCEL CHOIR**

### **PURPOSE**

The Richland Lutheran Church Chancel Choir exists to serve Richland Lutheran Church by glorifying God in and through the ministry of music.

### **FUNCTIONS (IN NO PARTICULAR ORDER)**

- Prayerfully select, rehearse, and perform choral music during worship and other events as requested.
- Invite others to join choir at any time throughout the year.
- Provide cantatas at selected times of the year.

## **CHILDREN'S CHOIR**

### **PURPOSE**

The Richland Lutheran Church Children's Choir exists to serve Richland Lutheran Church's children in expressing their love of Jesus through choral singing.

### **FUNCTIONS (IN NO PARTICULAR ORDER)**

- Prayerfully select, rehearse, and perform choral music during worship and other events as requested.
- Coordinate with RLC staff about dates the choir will perform.
- Increase number of children participating in the choir.
- Coordinate with Children's Christmas Program for rehearsal and performance of songs.

## **COMMUNION ASSISTANTS**

### **PURPOSE**

The Richland Lutheran Church Communion Assistants exist to serve Richland Lutheran Church's congregants during worship.

### **FUNCTIONS (IN NO PARTICULAR ORDER)**

- Serve communion at worship services, according to the regularly accepted practice and style of individual services (i.e. robes, processing, etc.).
- Attend training sessions.
- Regularly sign up for service via scheduling website (preferred) or notify schedule coordinator of availability.
- Secure substitute for scheduled dates of service in a timely manner, and then make changes on scheduling website (preferred) or notifying church office of change.

## **COMMUNION SET UP/CLEAN UP**

### **PURPOSE**

The Richland Lutheran Church Communion Set Up-Clean Up (CSUCU) exists to serve Richland Lutheran Church's congregants by ensuring the necessary communion elements ready for worship.

### **FUNCTIONS (IN NO PARTICULAR ORDER)**

- Prepare communion elements according to accepted methods for style of worship (bread vs. wafer, sanctuary vs. chapel, etc.), as outlined in instructions posted in the sacristy.
- Attend training sessions.
- Regularly sign up for service via scheduling website (preferred) or notify schedule coordinator of availability.
- Secure substitute for scheduled dates of service in a timely manner, and then make changes on scheduling website (preferred) or notify church office of change.

## **LECTORS**

### **PURPOSE**

The Richland Lutheran Church Lectors exist to serve Richland Lutheran Church's congregants during worship.

### **FUNCTIONS (IN NO PARTICULAR ORDER)**

- Serve as lector at worship services by reading aloud the weekly scriptures at the lectern and utilizing the microphone, according to the regularly accepted practice and style of individual services (i.e. reading all or some scriptures; reading responsively; etc.).
- Attend training sessions.
- Regularly sign up for service via scheduling website (preferred) or notify schedule coordinator of availability.
- Secure substitute for scheduled dates of service in a timely manner, and then make changes on scheduling website (preferred) or notify church office of change.

## **NEW MEMBER'S TEAM**

### **PURPOSE**

The Richland Lutheran Church New Members Team exists to help assure Richland Lutheran Church's new members are warmly welcomed into the RLC fellowship, and are equipped to be disciples who worship, grow, serve, and steward.

### **FUNCTIONS (IN NO PARTICULAR ORDER)**

- Develop a list of volunteer shepherds (name and phone number).
- Conduct orientation for volunteer shepherds to be facilitated by Pastor.
- New Members' Ministry team should attend orientation for volunteer shepherds.
- Partner volunteer shepherd(s) with new member(s) through the process of prayerful discernment.
- Contact shepherd(s) and inform them of expectations for their relationship with new members.
- Pray for new members.
- Plan and host New Members' luncheon/dinner.
- Publish New Members' newsletter following orientation.
- Place follow-up call with shepherds (sample script provided).
- Plan and host annual event in January honoring new members for the previous year.

## **PRAISE TEAM**

### **PURPOSE**

The Richland Lutheran Church Praise Team exists to serve Richland Lutheran Church's congregants in contemporary musical worship.



## **FUNCTIONS (IN NO PARTICULAR ORDER)**

- Prayerfully select, rehearse, and lead contemporary music during worship and other events as requested.
- Notify Music Director of any scheduling conflicts that will require substitutes.
- Regularly sign-up for service via scheduling website.

## **SANCTUARY DÉCOR**

### **PURPOSE**

The Richland Lutheran Church Sanctuary Decor Team (SDT) exists to serve Richland Lutheran Church's congregants through aesthetically pleasing decor in the sanctuary and narthex to aid in worship.

### **FUNCTIONS (IN NO PARTICULAR ORDER)**

- Decorate the sanctuary and/or narthex for special days such as Christmas, Easter, Thanksgiving, Maundy Thursday, and Good Friday, in a tasteful manner that helps worshippers be drawn into a closer relationship with Christ.
- Order and pick up altar flowers on a weekly basis for Sunday worship, and return vases to florist regularly.
- Obtain flowers, palms, poinsettias and other necessary foliage for special worship services, while being cognizant of the budget.

## **SHEPHERDS**

### **PURPOSE**

The Richland Lutheran Church Shepherds exist to develop a partnering relationship between a current member (shepherd) and a new member for up to a year and, prayerfully, ongoing. During this time the shepherd will help the new member find a comfortable place within the church that will help to give them a feeling of belonging and thereby enhance their spiritual growth in Christ.

### **FUNCTIONS (IN NO PARTICULAR ORDER)**

- Place introductory call to new member(s) (sample script is provided).
- Accompany new member(s) to his/her orientation - worship service and welcome luncheon/dinner (if possible).
- Remain in contact with new member(s) beginning with a follow-up call shortly following orientation (sample script is provided).
- Develop relationship with new member – invite out for coffee, lunch; acknowledge special days such as birthdays, anniversaries, etc.
- Help new member(s) become involved in Richland Lutheran Church's ministries – small groups, choir, etc.
- Pray for new member(s).

# USHERS

## PURPOSE

The Richland Lutheran Church Ushers exist to serve Richland Lutheran Church's congregants during worship.

## FUNCTIONS (IN NO PARTICULAR ORDER)

- Serve as usher at worship services, according to the regularly accepted practice and style of individual services (i.e. location), distributing bulletins to congregants.
- Attend training sessions.
- Warmly greet individuals and families as they enter the worship space (narthex, entry to chapel, or other as appropriate).
- Identify visitors and assist them as needed in locating entries/exits, restrooms, etc.
- Encourage visitors to complete the yellow worship slip.
- Introduce visitors to the pastor(s).
- Regularly sign up for service via scheduling website (preferred) or notify schedule coordinator of availability.
- Secure substitute for scheduled dates of service in a timely manner, and then make changes on scheduling website (preferred) or notify church office of change.
- Direct congregants forward to the communion railing.
- Count and record on provided notepad the number in attendance.
- Help escort children to Children's Church, and then notify the Children's Church leader when the sermon is done, again helping to escort the children back to the sanctuary.
- Be aware of activity in the sanctuary, narthex, cry room, and nursery that may require emergency medical assistance or other assistance. This may require watching individuals who leave during worship to ensure they are not having a medical emergency.
- Be aware of situations and individuals who may pose a threat to the congregation, worship service and/or facility, and report such to appropriate supervisory personnel (security team member, pastor, staff). Do not assume someone else will address/report a threatening or dangerous situation/individual.

# SPIRITUAL GROWTH MINISTRIES MATRIX



REV. 07.28.22



## **SPIRITUAL GROWTH MINISTRIES**

MINISTRY LEAD: STEVE ERNST, LEAD PASTOR

MINISTRY ASSISTANT: JENNY PAGE

YOUTH AND FAMILY MINISTER: AMANDA DANIELS

COUNCIL MEMBERS (2): TBD

### **SPIRITUAL GROWTH MINISTRIES (*Contacts*)**

ADULT EDUCATION (*Steve Ernst, Lead Pastor*)

ADULT SMALL GROUP TEAM (*Sandy Steele*)

CATERING TEAM (*Eunice Weible*)

CHILDREN'S ADVENT EVENT (*Jenny Page*)

CHILDREN'S CHRISTMAS PROGRAM (*Jenny Page/Valerie Bettinson*)

CHILDREN'S CHURCH (*Jenny Page*)

CONFIRMATION MINISTRY (*Amanda Daniels*)

HANNAH CIRCLE (*Karen Filipy*)

FAMILY MINISTRY (*Amanda Daniels*)

FELLOWSHIP MINISTRY TEAM (*Amanda Daniels*)

HIGH SCHOOL MINISTRY (*Amanda Daniels*)

LIFT (LADIES IN FELLOWSHIP TOGETHER) (*TBD*)

MARY/MARTHA GROUP (*TBD*)

MEMORIAL RECEPTIONS TEAM (*Debbie Honeyman/Judy Riggers*)

MEN'S MINISTRY (*Bill Bishop*)

MIDDLE SCHOOL MINISTRY (*Amanda Daniels*)

MONDAY NIGHT STUDY (*Dawn Salyer*)

SUNDAY SCHOOL (*Jenny Page*)

SUPERKIDS! (*Jenny Page/Karen Clark*)

VACATION BIBLE SCHOOL (VBS) (*Jenny Page*)

WEDDING AND RECEPTIONS TEAM (*Sue Meek*)

WEDNESDAY DINNERS (*Amanda Daniels*)

### **MAIN GOALS:**

- Provide opportunities for spiritual growth through education and biblical fellowship for participants of all ages.
- Equip, empower, and encourage development of biblical leaders.
- Provide warm hospitality for families and events.
- Encourage participation in spiritual growth opportunities, such as small groups.

## **ADULT EDUCATION**

### **PURPOSE**

Richland Lutheran Church Adult Education exists to provide intentional learning and educational opportunities on a variety of topics; encourage and assist members and regular attenders to join a small group at Richland Lutheran Church in partial fulfillment of our vision to make disciples who worship, grow, serve and steward.

### **FUNCTIONS (IN NO PARTICULAR ORDER)**

- Plan and provide for adult education opportunities through classes, seminars, and/or groups, such as:
  - Between-morning-services Bible studies and classes
  - Intentional Bible reading for the congregation
  - Other classes that assist individuals in their congregational life and discipleship
- Focus on the process of spiritual formation for adults and provide for that formation as the Spirit leads.
- Provide regular YouTube devotional videos.

## **ADULT SMALL GROUP TEAM**

### **PURPOSE**

The Richland Lutheran Church Adult Small Group Team exists to encourage and assist members and regular attenders to join a small group at Richland Lutheran Church in partial fulfillment of our vision to make disciples who worship, grow, serve and steward.

### **FUNCTIONS (IN NO PARTICULAR ORDER)**

- Administer small group ministry at Richland Lutheran Church.
- Equip, empower and encourage small group facilitators.
- Provide curriculum guidance as requested by small groups and facilitators.
- Provide for regular small group ministry exposure.
- Regularly pray for and with small group members and facilitators.
- Continue to invite new members and encourage all members and regular attenders of Richland Lutheran Church to join a small group until our goal of 100% involvement is achieved.

## **CATERING TEAM**

### **PURPOSE**

The Richland Lutheran Church Catering Team exists to provide meals for Richland Lutheran Church congregational events, activities and fellowship times, which allows members to worship, grow, serve, and steward.

### **FUNCTIONS (IN NO PARTICULAR ORDER)**

- Plan and provide family-friendly meals during Vacation Bible School.

- When requested, plan and provide meals for congregational events, such as the annual congregational meeting.
- When requested, plan and provide meals for special events such as seminars, workshops, mini retreats, etc.
- Provide for at least one member of the team to obtain a county health department Food Handler's Card.

## **CHILDREN'S ADVENT EVENT**

### **PURPOSE**

The Richland Lutheran Church Children's Advent Event (CAE) exists to help assure Richland Lutheran Church's children are disciples who worship, grow, serve, and steward. This ministry assists parents/guardians in the discipleship of their children through a one-day event focusing on the Christmas Story, laying the groundwork for RLC's youngest brothers and sisters in Christ as they grow in faith, love, and obedience to the will of God, and bearing witness of a life submitted and surrendered to God.

### **FUNCTIONS (IN NO PARTICULAR ORDER)**

- Provide annual Children's Advent Event ("A Night in Bethlehem," or similar).
- Evaluate and secure curriculum that is age and developmentally appropriate for children.
- Pray for the children and team regularly.
- Encourage children and their families to return to worship after the event concludes.
- Encourage and provide opportunity for children to pray out loud in a group, as appropriate.
- Encourage and provide opportunity for children to read out loud from the Bible, as appropriate for their age and developmental ability.
- Provide a warm and welcoming environment for pre-churched families, making them feel "at home" at RLC. This may be accomplished through having members of the Prayer Ministry Team on site to listen to and speak with parents while their children are involved with CAE activities.
- Promote the CAE event both within RLC and the community.
- Equip, empower and encourage volunteers so they will be successful in the roles they serve in.

## **CHILDREN'S CHRISTMAS PROGRAM**

### **PURPOSE**

The Richland Lutheran Church Children's Christmas Program exists to help assure Richland Lutheran Church's children are disciples who worship, grow, serve, and steward. This team assists parents/guardians in the discipleship of their children through providing an interactive worship event focusing on the Christmas Story, laying the groundwork for RLC's youngest brothers and sisters in Christ as they grow in faith, love, and obedience to the will of God, and bearing witness of a life submitted and surrendered to God.

### **FUNCTIONS (IN NO PARTICULAR ORDER)**

- Provide annual Children's Christmas program.

- Provide costumes fitting the theme of the program, if appropriate.
- Secure musical accompaniment fitting the theme of the program.
- Secure sound system and projection operators for both the rehearsal day and the day of the program.
- Secure volunteers for the cookie reception following the program.
- Secure volunteer(s) to serve as costume organizers, if appropriate.
- Secure volunteer(s) to serve as props organizers, if appropriate.
- Secure volunteers(s) to serve as directors.
- Be in contact with Sunday school teachers to coordinate communications with children and time schedule of the event.
- Identify children who wish to have a speaking part in the program, if appropriate.

## **CHILDREN’S CHURCH**

### **PURPOSE**

The Richland Lutheran Church Children’s Church exists to help assure Richland Lutheran Church’s children are disciples who worship, grow, serve, and steward. Children’s Church assists parents/guardians in the discipleship of their children through planned times of age-appropriate worship during Sunday morning services, laying the groundwork for RLC’s youngest brothers and sisters in Christ as they grow in faith, love, and obedience to the will of God, and bearing witness of a life submitted and surrendered to God.

### **FUNCTIONS (IN NO PARTICULAR ORDER)**

- Provide weekly Children’s church during Sunday morning worship sermons, for children ages 4 years old through grade 3.
- Evaluate and update curriculum, as needed.
- Secure volunteers and schedule via scheduling website.

## **CONFIRMATION MINISTRY**

### **PURPOSE**

The Richland Lutheran Church Confirmation Ministry exists to guide students and their families through the Confirmation journey where students have the opportunity to affirm God’s work in baptism, leading to a public profession of Christ. We seek to foster spiritual conversations and experiences between students and their families where families are able to pass down their faith. We do this by providing students & families with teaching, resources, conversation starters, service opportunities and relational investment during this time in a student’s life.

### **FUNCTIONS (IN NO PARTICULAR ORDER)**

- Equip students for life as a disciple of Jesus
- Empower students to “own” their personal faith
- Equip families to lead their students through this time



- Empower the congregation to partner with and support families in this season
- Facilitate a 2-year experience for Middle School students & their families. Students & families will participate for 2 consecutive school years, from September through May. Families can opt in for 6<sup>th</sup> & 7<sup>th</sup> grade, or 7<sup>th</sup> & 8<sup>th</sup> grade.
- Provide Confirmation instruction, which will take place during “Confirmation Hour” on Sunday mornings during the Sunday school hour (along with possible supporting experiences outside of this time).
- Encouraging families to “opt-in” with a covenant, and have their student attend Confirmation Hour regularly
  - Families also commit to having at least 1 adult attend Confirmation Hour 1 time per month (usually on the 1<sup>st</sup> Sunday of the month) with their student(s) for facilitated conversation
- Provide a schedule of topics to families in Confirmation, and make the schedule available to the congregation
- Support and partner with any families who desire to lead their child through Confirmation on their own
- Encourage the congregation to come alongside families during Confirmation by:
  - Serving as a Confirmation Mentor from February to May, helping students to develop a Personal Faith Map or a Personal Statement of Faith (depending on the year)
  - Signing up to be a prayer partner/supporter of a specific family who is going through Confirmation with their student
  - Offering words/notes of encouragement and support for students & families in Confirmation
  - Participating in Confirmation commissioning during worship at the beginning of each Confirmation year, and participate in the Rite of Confirmation during the Pentecost worship service each year
  - Developing and training volunteer leaders/mentors.
  - Planning and encouraging an opportunity for students to publicly profess their faith in Christ
  - Encouraging student and family participation in other Richland Lutheran Church ministries and special events.
  - Praying for the students and families of RLC.

### **CONFIRMATION TEACHING TOPICS & AREAS OF EMPHASIS (IN NO PARTICULAR ORDER)**

- Gospel/Good news/God loves YOU (personal relationship)
- Grace/Sin: Grace is sufficient
- Spiritual Formation & Discipleship: Why and How to live a Christian life
- Who is Jesus? (looking at His earthly life and ministry, and who he is to us now)
- Jesus’ Suffering and Death (and identifying with it; suffering in life)
- What it means to believe in Jesus
- Fulfillment of prophecy in Jesus/the cross
- Our place in God’s story
- Holy Spirit & the Trinity
- Lord’s Prayer (meaning & practice; more than going through the motions)

- Sacraments
- Kingdom of God/Up-side-down Kingdom
- Sermon On the Mount/Beatitudes
- Tough Questions about faith (a good God letting bad things happen, etc.)
- Worship/Being part of the Body of Christ/the Church (communal relationship)
- Aspects of Grace (justification, sanctification, etc.)
- Next steps (I believe/confirm my faith – now what?)/Faith in action
- Priesthood of all believers/Missiology (Sharing/Living out faith)
- Catechism/Traditions/Creeds (Traditional & personal/contemporary creeds)
- Free will & God’s sovereignty
- Devil/Temptations
- Processing doubt
- Ecumenism (unity in the Church & Body of Christ) & diversity in the Church
- How to read the Bible
- How to pray and develop a prayer life
- Christian Ethics

## **HANNAH CIRCLE**

### **PURPOSE**

The Richland Lutheran Church Hanna Circle exists to help assure Richland Lutheran Church’s women are disciples who worship, grow, serve, and steward. Times of study and fellowship are Bible-based, God-honoring, Christ-centered, and Spirit-led.

### **FUNCTIONS (IN NO PARTICULAR ORDER)**

- Provide regularly scheduled gatherings of Bible study and fellowship which assist women to worship, grow, serve, and steward.

## **FAMILY MINISTRY**

### **PURPOSE**

The Richland Lutheran Church Family Ministry exists to equip, empower, and encourage families in the process of training children & students in becoming disciples who worship, grow, serve, and steward – by fostering relationships and community, as well as offering activities, events and resources that promote spiritual, emotional, and relational growth.

### **FUNCTIONS (IN NO PARTICULAR ORDER)**

- Offer relevant seminars and training to families, with a focus on cultivating community and relationships during these offerings.

- Create a community of the families at RLC through planning and hosting special events for families to learn, serve (missions, etc.), or play together.
- Provide resources for families including books, community offerings, and online materials for topics related to family health and well-being.
- Facilitate opportunities for RLC members/attendees to provide meals for families after the birth of a child.
- Assist ongoing Children's Ministry & Student Ministry activities as possible.
- Pray for the families of RLC.

## **FELLOWSHIP MINISTRY TEAM**

### **PURPOSE**

The Richland Lutheran Church Fellowship Ministry Team exists to foster relationships, community, and opportunities for connection by offering activities, events and gatherings that promote relational growth.

### **FUNCTIONS (IN NO PARTICULAR ORDER)**

- Facilitate Hebrews Café on Sunday mornings, including training and recruiting congregation members to serve as hosts
- Host fellowship activities and gatherings for the RLC community, which in the past have included a Campfire & Sing-a-long, Bingo & Ice Cream, and the Confirmation Luncheon Reception
- Meet as needed to plan and coordinate fellowship activities

## **HIGH SCHOOL MINISTRY**

### **PURPOSE**

The Richland Lutheran Church High School Ministry exists to equip high school students and their families in becoming disciples who worship, grow, serve, and steward by providing relationships, activities, events and resources that promote spiritual, emotional, and relational growth.

### **FUNCTIONS (IN NO PARTICULAR ORDER)**

- Plan and host High School youth group on Sunday nights, which includes teaching, games, small groups and service opportunities.
- Cultivate relationships with students and their families through intentional activities and opportunities, including outside the walls of RLC.
- Plan and host special events such as retreats, lock-ins, mission trips, service opportunities.
- Participate in strategic planning and execution of teaching topics, messages, and themes for youth group and special events.
- Communicate with parents/guardians about ongoing activities and teaching via e-mails.
- Develop and train volunteer leaders.

- Encourage student & family participation in other Richland Lutheran Church ministries and special events.
- Pray for the students and families of RLC.

## **LIFT (LADIES IN FELLOWSHIP TOGETHER)**

### **PURPOSE**

The Richland Lutheran Church Ladies in Fellowship Together (LiFT) exists to help assure Richland Lutheran Church's women are disciples who worship, grow, serve, and steward. Activities and retreats, times of study, and fellowship are Bible-based, God-honoring, Christ-centered, and Spirit-led.

### **FUNCTIONS (IN NO PARTICULAR ORDER)**

- Provide special gatherings of Bible study and fellowship which assist women to worship, grow, serve, and steward.
- Explore opportunities for additional off-site retreats, such as a "silent retreat."
- Explore opportunities to expand participation amongst the women of RLC.

## **MARY/MARTHA GROUP**

### **PURPOSE**

The Richland Lutheran Church Mary Martha Group exists to help assure Richland Lutheran Church's women are disciples who worship, grow, serve, and steward. Times of study and fellowship are Bible-based, God-honoring, Christ-centered, and Spirit-led.

### **FUNCTIONS (IN NO PARTICULAR ORDER)**

- Provide regularly scheduled gatherings of Bible study and fellowship which assist women worship, grow, serve, and steward.

## **MEMORIAL RECEPTIONS TEAM**

### **PURPOSE**

The Richland Lutheran Church Memorial Receptions Team exists to provide receptions for Richland Lutheran Church memorials, which allows members to worship, grow, serve, and steward.

### **FUNCTIONS (IN NO PARTICULAR ORDER)**

- When requested, in conjunction with the family of the deceased, plan and provide reception services for memorial services and funerals.

## **MEN'S MINISTRY**

### **PURPOSE**

The Richland Lutheran Church Men's Ministry exists to plan, provide for, and promote spiritual formation and fellowship opportunities for the men of Richland Lutheran Church in partial fulfillment of our vision to make disciples who worship, grow, serve and steward.

### **FUNCTIONS (IN NO PARTICULAR ORDER)**

- Provide monthly breakfast, fellowship and study opportunity at RLC to foster spiritual growth.
- Organize and provide opportunities to encourage fellowship, provide Christian education, and foster spiritual growth in men of the congregation.
- Encourage involvement in service opportunities such as worship assistance (ushers, sound board, projection technicians, communion assistants, etc.), Block Party, GNMM Yard Sale, Property Ministry Team, etc.
- Promote involvement in other spiritual fellowship and/or formation opportunities such as Men's Lutherhaven weekend, BSF, Flourish Mid-Columbia, etc.

## **MIDDLE SCHOOL MINISTRY**

### **PURPOSE**

The Richland Lutheran Church Middle School Ministry exists to equip middle school students and their families in becoming disciples who worship, grow, serve, and steward by providing relationships, activities, events and resources that promote spiritual, emotional, and relational growth.

### **FUNCTIONS (IN NO PARTICULAR ORDER)**

- Plan and host Confirmation Hour on Sunday mornings during the school year, which includes teaching, games, and service opportunities.
- Plan and host programming for Middle school students during Wednesday nights.
- Cultivate relationships with students and their families through intentional activities and opportunities, including outside the walls of RLC.
- Plan and host special events such as retreats, lock-ins, mission trips, service opportunities.
- Participate in strategic planning and execution of teaching topics, messages, and themes for youth group and special events.
- Communicate with parents/guardians about ongoing activities and teaching via e-mails.
- Develop and train volunteer leaders.
- Encourage student and family participation in other Richland Lutheran Church ministries and special events.
- Pray for the students and families of RLC.

## **MONDAY NIGHT STUDY**

### **PURPOSE**

The Richland Lutheran Church Monday Night Study exists to help assure Richland Lutheran Church's women are disciples who worship, grow, serve, and steward. Times of study and fellowship are Bible-based, God-honoring, Christ-centered, and Spirit-led.

### **FUNCTIONS (IN NO PARTICULAR ORDER)**

- Provide regularly scheduled gatherings of Bible study and fellowship which assist women to worship, grow, serve, and steward.

## **SUNDAY SCHOOL**

### **PURPOSE**

The Richland Lutheran Sunday School exists to help assure Richland Lutheran Church's children are disciples who worship, grow, serve, and steward. This ministry assists parents/guardians in the discipleship of their children through varied classroom activities on Sunday mornings, laying the groundwork for RLC's youngest brothers and sisters in Christ as they grow in faith, love, and obedience to the will of God, and bearing witness of a life submitted and surrendered to God.

### **FUNCTIONS (IN NO PARTICULAR ORDER)**

- Provide Sunday School (September through May) for children ages 3 years old through grade 5.
- Evaluate curriculum that is age and developmentally appropriate for children.
- Partner with parents in discipling their children.
- Pray for the children regularly.
- Encourage children and their families to be in worship regularly.
- Encourage children and their families to serve in other ministry areas of the congregation.
- Encourage children to bring an offering each week, teaching them the value of supporting the Lord's work.
- Encourage and provide opportunity for children to pray out loud in a group.
- Encourage and provide opportunity for children to read out loud from the Bible, as appropriate for their age and developmental ability.

## **SUPERKIDS!**

### **PURPOSE**

Richland Lutheran Church Super Kids! exists to help assure Richland Lutheran Church's children are disciples who worship, grow, serve, and steward. Super Kids! assists parents/guardians in the discipleship of their children through varied activities and events, laying the groundwork for RLC's youngest brothers and sisters in Christ as they grow in faith, love, and obedience to the will of God, and bearing witness of a life submitted and surrendered to God.

## **FUNCTIONS (IN NO PARTICULAR ORDER)**

- Provide mid-week children's ministry ("SuperKids!") September through May.
- Evaluate curriculum that is age and developmentally appropriate for children.
- Partner with parents in discipling their children.
- Pray for the children regularly.
- Encourage children and their families to be in worship regularly.
- Encourage children and their families to serve in other ministry areas of the congregation.
- Encourage and provide opportunity for children to pray out loud in a group.
- Encourage and provide opportunity for children to read out loud from the Bible, as appropriate for their age and developmental ability.
- Provide opportunities for children to serve others in the name of Jesus.

## **VACATION BIBLE SCHOOL (VBS)**

### **PURPOSE**

The Richland Lutheran Church Vacation Bible School (VBS) exists to help assure Richland Lutheran Church's children are disciples who worship, grow, serve, and steward. This ministry assists parents/guardians in the discipleship of their children through varied activities and events, laying the groundwork for RLC's youngest brothers and sisters in Christ as they grow in faith, love, and obedience to the will of God, and bearing witness of a life submitted and surrendered to God.

## **FUNCTIONS (IN NO PARTICULAR ORDER)**

- Provide annual Vacation Bible School.
- Evaluate and secure curriculum that is age and developmentally appropriate for children.
- Pray for the children and team regularly.
- Encourage children and their families to return to worship after VBS concludes.
- Encourage children to participate in the annual missions collection activity (typically in support of Operation Christmas Child), teaching them the value of supporting the Lord's work outside the local area.
- Encourage and provide opportunity for children to pray out loud in a group.
- Encourage and provide opportunity for children to read out loud from the Bible, as appropriate for their age and developmental ability.
- Encourage and provide opportunity for children to experience joyful worship.
- Provide a warm and welcoming environment for pre-churched families, making them feel "at home" at RLC. This may be accomplished through having members of the Prayer Ministry Team on site to listen to and speak with parents who "hang out" at RLC while their children are involved with VBS activities.
- Promote the VBS ministry both within RLC and the community.
- Equip, empower and encourage volunteers so they will be successful in the roles they serve in.

## **WEDDING AND RECEPTIONS TEAM**

### **PURPOSE**

The Richland Lutheran Church Wedding and Receptions Team exists to provide wedding ceremony coordination and receptions for ceremonies held at Richland Lutheran Church, which allows members and others to worship, grow, serve, and steward through the covenant of marriage.

### **FUNCTIONS (IN NO PARTICULAR ORDER)**

- Assign a wedding coordinator to the event as soon as a ceremony is scheduled on the church calendar.
- Meet with the bride and groom to review church facility usage policy, facility fees, and other expectations such as use of candelabras, aisle runners, etc.
- Assist in coordinating reception activities as needed.
- Regularly contact the bride to follow up on items requiring further action.
- Facilitate day of ceremony activities to include, but not limited to: unlocking and securing building interior and exterior doors, ensuring sanctuary and other utilized areas are cleaned and reset following the ceremony, returning all left behind items to the bridal party.

## **WEDNESDAY DINNERS**

### **PURPOSE**

The Richland Lutheran Church Wednesday Dinners exists to provide meals on Wednesday evenings for Richland Lutheran Church activities, which allows members to worship, grow, serve, and steward.

### **FUNCTIONS (IN NO PARTICULAR ORDER)**

- Plan and provide family-friendly meals on Wednesday nights to coincide with the school year programming schedule.



# CHRISTIAN SERVICE MINISTRIES MATRIX



REV. 09.21.20



## **CHRISTIAN SERVICE MINISTRIES**

MINISTRY LEAD: STEVE ERNST, LEAD PASTOR

MINISTRY ASSISTANT: KELLY WESTLUND

COUNCIL MEMBERS (2): TBD

### CHRISTIAN SERVICE MINISTRIES (*Contacts*)

ASSISTING MINISTERS (*Kelly Westlund*)

COMMUNITY WORSHIP (*Kelly Westlund*)

FOOD PANTRY (*LaVonne Scully/Burt Andor*)

GRIEF SUPPORT MINISTRY TEAM (*Valerie Bettinson*)

HEALING PRAYER MINISTRY (*Kathy Umbarger*)

INTERCESSORY PRAYER GROUPS (*Elaine Keyes*)

OUTREACH MINISTRY TEAM (*Kelly Westlund*)

PRAYER MINISTERS (*Kelly Westlund*)

PRAYER MINISTRY TEAM (*Kelly Westlund*)

SEWING BEE (*Lois Harrold/Gail Gilbertson*)

VISITATION MINISTRY TEAM (*Kelly Westlund*)

### MAIN GOALS:

- Offer education, prayer basics, how to pray scripturally, and experiential opportunities for prayer.
- Increase congregational participation in evangelical outreach; i.e. the Block Party, community work days, etc.
- Better equip the congregation to share their personal testimony in preparation for outreach and evangelism.
- Discern and implement different ways for prayer ministers to be available for the congregation members who desire individual prayer (for example, via phone or Zoom).
- Consider the possibilities for expanding visitation opportunities within the congregation (for example, families adopt a senior).
- Consider ways to increase service within the congregation.

## **ASSISTING MINISTERS**

### **PURPOSE**

The Richland Lutheran Church Prayer Ministry Team provides a variety of activities associated with the prayer life of the congregation and in accordance with RLC's mission and vision to make disciples who worship, grow, serve and steward. The Prayer Ministry is made up of several ministry teams, including the Assisting Ministers. The Assisting Ministers lead the "Prayers of the Church" portion of worship at each worship service, encouraging the entire congregation to intercede on behalf of all people.

### **REGULAR FUNCTIONS (IN NO PARTICULAR ORDER)**

- Assisting Ministers are responsible for writing their own prayers, following guidelines of RLC as provided, and the guidance of the Holy Spirit.
- Help identify and instruct additional individuals who are gifted in and willing to participate in this ministry.
- Meet with the pastor and worship team before worship for the service run-through and prayer.

## **COMMUNITY WORSHIP**

### **PURPOSE**

The Richland Lutheran Church Outreach Ministry Team is made up of a variety of smaller teams and includes those who provide Community Worship at Brookdale, Luther Senior Center, and the Union Gospel Mission. This ministry seeks to help those in our community who are shut in or living at the mission to have opportunity to gather for corporate worship on a monthly basis.

### **REGULAR FUNCTIONS (IN NO PARTICULAR ORDER)**

- RLC pastoral staff provides a monthly worship service opportunity at Brookdale, Luther Senior Center including music, devotion, prayer and communion.
- Worship leaders pray with and for individuals at each of these worship services.
- Provide a weekly Bible study for Luther Senior Center residents.

## **FOOD PANTRY**

### **PURPOSE**

The Richland Lutheran Church Outreach Ministry Team is made up of a variety of smaller teams, and includes the RLC Food Pantry. The Food Pantry provides groceries for local families in need. This team reaches out to people in our community with the love and light of Jesus to encourage and support them in their daily lives.

### **REGULAR FUNCTIONS (IN NO PARTICULAR ORDER)**

- Organize the food pantry, including shopping as necessary.

- Pre-bag food according to specified lists for family sizes.
- Greet those who come in for food, fill requests, pray with them, as needed.

## **GRIEF SUPPORT MINISTRY TEAM**

### **PURPOSE**

The Grief Support Ministry Team promotes the health and wellbeing of congregation members, specifically in the area of grief and bereavement. The ministry organizes, promotes and offers grief support, in the form of the GriefShare program, so that our members and community can worship, grow, serve and steward in a healthy process following the death of a loved one.

### **REGULAR FUNCTIONS (IN NO PARTICULAR ORDER)**

- Meet monthly, or as needed.
- Planning, promoting and implementing GriefShare programs for the congregation and greater community.
  - Offer GriefShare two times a year, or as needed.
  - Offer *Surviving the Holidays* sessions once a year.
  - Continue recruiting more facilitators, especially men.
- Offer a “Walking with the Mourning” class to the congregation so that they feel more equipped to offer compassion and assistance to those in the grieving process.

## **HEALING PRAYER MINISTRY TEAM**

### **PURPOSE**

The Richland Lutheran Church Prayer Ministry provides a variety of activities associated with the prayer life of the congregation and in accordance with RLC’s mission and vision to make disciples who worship, grow, serve, and steward. The Healing Prayer Ministry is made up of trained ministry teams which offer personal, confidential prayer for those desiring physical, spiritual, or inner healing prayer.

### **REGULAR FUNCTIONS (IN NO PARTICULAR ORDER)**

- Provide ministry teams to pray with individuals seeking personal prayer after worship services when so scheduled.
- Provide ministry teams to meet by appointment with individuals desiring in-depth physical, spiritual, or inner healing prayer.
- Train and mentor individuals who are called to this ministry.

## **INTERCESSORY PRAYER GROUPS**

### **PURPOSE**

The Richland Lutheran Church Prayer Ministry Team provides a variety of activities associated with the prayer life of the congregation and in accordance with RLC’s mission and vision to make disciples who

worship, grow, serve and steward. The Prayer Ministry is made up of several ministry teams, including the Intercessory Prayer Groups. The Intercessory Prayer Groups are currently made up of two groups who meet weekly to pray for specific needs of the church and its mission efforts.

#### **REGULAR FUNCTIONS (IN NO PARTICULAR ORDER)**

- Currently on Thursday mornings, a group meets to pray through the RLC prayer list, and for concerns for our congregation, RLC ministries, our community, and mission partners.
- Regularly promote the opportunity for others to join in the prayer sessions.
- Investigate opportunities to start other prayer groups.

## **OUTREACH MINISTRY TEAM**

### **PURPOSE**

The Outreach Ministry Team seeks to reach out with the Gospel to people in our community who do not yet have a church home and encourage them to share in the life, ministry and mission of Richland Lutheran Church, to worship, grow, serve and steward. This team also focuses on the mission emphasis, encouraging an awareness and support of mission work outside of our community, both in the United States and abroad. Further, this team is responsible for making recommendations to the RLC Council for the spending of the benevolence budget in partnership with local, national, and international ministry partners. There are a variety of smaller teams and including the Sewing Bee; the RLC Food Pantry; and those who provide Community Worship at Brookdale and Luther Senior Center. These teams reach out to people in our community with the love and light of Jesus to encourage and support them in their daily lives.

#### **REGULAR FUNCTIONS (IN NO PARTICULAR ORDER)**

- Provide welcome bags to extend a warm RLC welcome to visitors and guests.
- Provide for an annual neighborhood block party to demonstrate the love of Jesus to our neighbors.
- Organize and participate in community workdays in order to support and serve our community and demonstrate the love of Jesus.
- Communicate outside community service opportunities to the RLC congregation.
- Assist the mission work in Mafraq, Jordan; Holy Jakob Church in Estonia; and Mexico, to help sustain the past work of RLC.
- Provide recommendations to the Congregation Council for the benevolence giving of RLC.
- Maintain relationships with the ministries we support through benevolence by offering opportunities for those ministries to share about the work they do with the congregation.
- Recruit more team members.
- Support the Cub and Boy Scout Troop 248 as a community outreach opportunity.
- Collect clothing and other items for the Union Gospel Mission throughout the year and through our Christmas Giving Tree.
- Prayerfully continue networking outside of RLC to find areas where we can support and encourage our community and local region; as well as considering global mission opportunities for future partnership.

- Prayerfully consider the possibility of resuming a tutoring program at Jefferson Elementary or Sacajawea Elementary in the future.
- Work with the Community in Schools representative to provide “Weekend Lunches for Kids” for children in need at Sacajawea Elementary,

## **PRAYER MINISTERS**

### **PURPOSE**

The Richland Lutheran Church Prayer Ministry provides a variety of activities associated with the prayer life of the congregation and in accordance with RLC’s mission and vision to make disciples who worship, grow, serve and steward. The Prayer Ministry is made up of several ministry teams, including the Prayer Ministers. The Prayer Ministers offer personal, one-on-one prayer, and mentoring for individuals who desire it, including the pastoral staff on Sunday mornings before worship.

### **REGULAR FUNCTIONS (IN NO PARTICULAR ORDER)**

- Pray faithfully for individuals, following the Holy Spirit’s direction.
- Discern and implement different ways to be available for congregation members who desire individual prayer before, during and/or after worship services.
- Pray for the pastors, worship participants, and congregation during worship services.

## **PRAYER MINISTRY TEAM**

### **PURPOSE**

The Richland Lutheran Church Prayer Ministry Team provides a variety of activities associated with the prayer life of the congregation and in accordance with RLC’s mission and vision to make disciples who worship, grow, serve and steward. Prayer, both individual and corporate, is an important part of the spiritual growth and health of the church, as modeled by our Lord and Savior, Jesus Christ. The Prayer Ministry Team provides opportunities to equip and encourage the RLC congregation to pray with and for all people in need.

### **REGULAR FUNCTIONS (IN NO PARTICULAR ORDER)**

- Disciple/mentor others in their prayer lives.
- Offer instructional opportunities for classes and/or retreats on prayer.
- Plan and conduct prayer walks for the church and community.
- Increase congregational awareness of this ministry.
- Recruit and train members for each prayer ministry area.

## **SEWING BEE**

### **PURPOSE**

The Richland Lutheran Church Outreach Ministry Team is made up of a variety of smaller teams and includes the Sewing Bee Ministry. The RLC Sewing Bee provides quilts, lap quilts, and baby quilts to Lutheran World Relief and various local agencies in our community to give a tangible gift of love, encouragement, and support to those in need.

### **REGULAR FUNCTIONS (IN NO PARTICULAR ORDER)**

- Set up quilts for quilt blessings once or twice a year before they are distributed.
- Organize quilts for distribution to local agencies, and for the annual GNMM Crafts sale.
- Distribute prayer quilts to those in special need.

## **VISITATION MINISTRY TEAM**

### **PURPOSE**

The Richland Lutheran Church Visitation Ministry Team extends care and companionship as ministers of the Gospel of Jesus Christ to those unable to attend RLC regularly, or those who are ill or hospitalized on a short- or long-term basis, in order to help them worship, grow, serve, and steward.

### **REGULAR FUNCTIONS (IN NO PARTICULAR ORDER)**

- Set up routine visits on a monthly, or as needed, basis with those on the Visitation list.
- Offer prayer and Holy Communion with each visit, or as requested.
- Pass along prayer requests or requests for Pastoral visits, as needed.
- Maintain the Visitation database/tracker, distribute to team leads as necessary.
- Regularly identify and recruit new Visitation Ministers.
- Provide opportunities for Visitation Ministers to gather as a group to share experiences and debrief.



# BIBLICAL STEWARDSHIP MINISTRIES MATRIX



REV. 08.04.22



## **BIBLICAL STEWARDSHIP MINISTRIES**

MINISTRY LEAD: STEVE ERNST, LEAD PASTOR

MINISTRY ASSISTANT: LISA WIEGAND

COUNCIL MEMBERS (2): TBD

### BIBLICAL STEWARDSHIP MINISTRIES *(Contacts)*

CASHIERS *(Lisa Wiegand)*

FACILITIES SAFETY MINISTRY TEAM *(Lisa Wiegand)*

FINANCE TEAM *(RLC Finance Officer/Lisa Wiegand)*

FUNDRAISING TEAM *(Steve Ernst, Lead Pastor)*

HARDWARE & PERIPHERALS TEAM *(Mike Bettinson/Tracy Kissire)*

KITCHEN TEAM *(Nancy Ballard/Norene Erlandson)*

MEMBER INVOLVEMENT – CONNECTIONS TEAM *(Steve Ernst, Lead Pastor)*

PRODUCTION TEAM *(Mike Bettinson)*

PROPERTY MINISTRY TEAM *(Rich Barchet)*

PROJECTION TECHNICIANS *(Jenny Page)*

RECYCLING TEAM *(Lisa Wiegand)*

SECURITY TEAM *(TBD)*

SOUNDBOARD OPERATORS *(Scott Carswell/Jenny Page)*

### MAIN GOALS:

- Provide a safe, secure, clean, and fully functional facility for the use and purpose of all ministry areas.
- Implement continued monthly maintenance of the facility and provide information for equipment and/or facility upgrades to aid building life extension.
- Provide watchful care of financial assets on behalf of the congregation council and membership.
- Identify members' gifts and interests and facilitate their involvement in various ministries.
- Strive to intentionally utilize technology to enhance discipleship, create a strong sense of community, ensure clear and consistent communications, and steward resources efficiently.

## **CASHIERS**

### **PURPOSE**

The Richland Lutheran Church Cashiers exist to help assure that cash and checks received by Richland Lutheran Church are properly counted and recorded according to the purpose for which they were intended. Preparation of a weekly Cashier Report is completed and distributed for recording purposes.

### **REGULAR FUNCTIONS (IN NO PARTICULAR ORDER)**

- Collect and sort the previous week's receipts.
- Issue loose cash/check form when appropriate.
- Calculate cash/check totals and assign to their appropriate category or fund.
- Endorse checks and report important missing information, i.e. missing signature, amounts don't match, etc.
- Complete weekly Cashier Report.
- Process checks electronically with the Ministry Assistant for Worship or Ministry Assistant for Biblical Stewardship.
- Prepare a cash deposit and give to the Ministry Assistant for Worship.

## **FACILITIES SAFETY MINISTRY TEAM**

### **PURPOSE**

The Richland Lutheran Church Facilities Safety Ministry Team (FSMT) exists to help assure Richland Lutheran Church's property and facilities provide a safe place to make disciples who worship, grow, serve, and steward. Knowing there is always uncertainty and risk, their primary responsibility is to manage and minimize risk and liability to RLC by the prevention of accidents on Richland Lutheran Church property.

### **REGULAR FUNCTIONS (IN NO PARTICULAR ORDER)**

- Investigate and review accidents which occur at the church. The team should avoid:
  - Attempting to pin the blame on an individual
  - Assuming there is just cause for an accident
  - Assigning causes of accidents which are too general or vague
  - Determining causes of an accident without investigation
  - Attempting to take the place of the administration in corrective action
- Coordinate annual fire drills.
- Educate congregation on safety issues and encourage a "Safe Church" culture.
- Identify potential risks and assess them as to their likelihood of occurrence and severity using the Congregation Council's Risk Management Matrix. Make recommendations to the Biblical Stewardship MALT for resolution to submit to Congregation Council.
- Provide for regular safety walks throughout RLC to identify potential hazards.
- Per the Facilities Maintenance and Modification Policy:
  - Work in partnership with the PMT regarding "Work with Significant Safety Implications (Type D work activities)" to develop "a project specific safety mitigation plan."
  - Work with the PMT when needed to address congregational safety concerns.

- Encourage all Ministry Teams to pre-plan for safety and work in partnership with the Safety Ministry Team when necessary.
- Review and implement the safety provisions for Christmas Eve services.
- Attend site visits from the Fire Marshall.
- Provide safety training for the congregation on a regular basis (fire safety, first-aid, etc.).
- Interface with L&I to finalize facilities safety plan and any inspections forthwith.

## **FINANCE TEAM**

### **PURPOSE**

The Richland Lutheran Church Finance Team exists to help assure Richland Lutheran Church continues to use its assets in a healthy manner to make disciples who worship, grow, serve, and steward. Their primary responsibility is to provide financially-sound recommendations for safeguarding and maximizing congregational assets.

### **REGULAR FUNCTIONS (IN NO PARTICULAR ORDER)**

- Monitor overall financial picture of Richland Lutheran Church to include:
  - Operating
  - Investments and Reserves
  - Memorials
  - Capital campaign
- Continuously improve financial integrity with ongoing review of policies and compliance.
- Continuously inform the congregation of the financial status.
- Maintain a “team” approach when monitoring the RLC investments.
- Work in partnership with the Building Committee and those responsible for the Capital Campaign to help assure the appropriate funds are collected and available for distribution when applicable.
- Implement the approved recommendations of the Audit Committee.
- Per the Financial Policies, “work with the Finance Officer and Ministry Assistant for Biblical Stewardship to make investment and policy recommendations to the Congregation Council”.
- Ensure continued compliance of the adjacent properties with the IRS.

## **FUNDRAISING TEAM**

### **PURPOSE**

The Richland Lutheran Church Fundraising Team exists to help ensure Richland Lutheran Church is financially able to continue using its technology for the purposes of operations and communications. Their primary responsibility is to raise funds for the procurement and maintenance of Richland Lutheran Church’s technology equipment.

### **REGULAR FUNCTIONS (IN NO PARTICULAR ORDER)**

- Obtain Council approval for fundraising requests
- Recruit volunteers

- Complete fundraisers as needed for GNMM (technology) operations and equipment
- Communicate with Hardware & Peripherals Team regarding financial needs

## **HARDWARE & PERIPHERALS TEAM**

### **PURPOSE**

The Richland Lutheran Church Hardware & Peripherals Team exists to meet all of the technology needs of Richland Lutheran Church. Their primary responsibility is to ensure that Richland Lutheran Church can effectively operate and communicate via technology to make disciples who worship, grow, serve, and steward.

### **REGULAR FUNCTIONS (IN NO PARTICULAR ORDER)**

- Design, installation, and maintenance of all GNMM (technology) equipment
- Develop technical documentation for all aspects of GNMM (technology) equipment
- Troubleshoot operational and engineering issues with equipment
- Assist in interfacing with church boards on equipment requirements
- Meet overall church technology needs related to GNMM (technology) equipment
- Communicate with Fundraising Team regarding any financial needs for GNMM (technology) equipment and/or operations

## **KITCHEN TEAM**

### **PURPOSE**

The Richland Lutheran Church Kitchen Team exists to help assure Richland Lutheran Church's property and facilities provide a safe place to make disciples who worship, grow, serve, and steward. Their primary responsibility is to provide clean linens and an organized kitchen that enables RLC to serve its members and the community through its various meetings and fellowship events.

### **REGULAR FUNCTIONS (IN NO PARTICULAR ORDER)**

- Wash dirty kitchen linens and restock for future uses.
- Ensure clean tablecloths are on hand for memorials, receptions, and various fellowship activities.
- Monitor quality of existing appliances, supplies (utensils, plates, glasses, etc.), and recommend replacement when necessary.

## **MEMBER INVOLVEMENT (CONNECTIONS)**

### **PURPOSE**

The Richland Lutheran Church Connections Ministry Team exists to help assure Richland Lutheran Church nurtures Christ-centered leaders who are called by the Holy Spirit to make disciples who

worship, grow, serve, and steward. The team helps to identify members' gifts and interests and facilitates their involvement in various ministries.

### **REGULAR FUNCTIONS (IN NO PARTICULAR ORDER)**

- Continue to develop and implement processes and methods for people to connect to the vision and mission of Richland Lutheran Church.
- Maintain and update the church-wide volunteer data base.
- Work with the congregation council and staff to fill vacant ministry team positions.
- Work with the New Members Ministry Team to help new members find their place in ministry at RLC.

## **PROPERTY MINISTRY TEAM**

### **PURPOSE**

The Richland Lutheran Church Property Ministry Team (PMT) exists to help assure Richland Lutheran Church's property and facilities provide a safe place to make disciples who worship, grow, serve, and steward. Their primary responsibility is to safeguard the belongings of RLC providing for timely repair, maintenance, and replacement of church property as necessary.

### **REGULAR FUNCTIONS (IN NO PARTICULAR ORDER)**

- Oversee property and grounds.
- Evaluate options for improvements to facilities and grounds.
- Continue to accomplish unplanned maintenance tasks needing attention.
- Complete regularly scheduled Preventative Maintenance.
- Provide a congregation-wide workday where volunteers can assist with clean-up and maintenance tasks.
- Ensure volunteers are adequately trained to comfortably perform required activities associated with this ministry.
- Upgrade aging equipment and systems as the budget allows, or when absolutely necessary.
- Identify potential risks and assess them as to their likelihood of occurrence and severity using the Congregation Council's Risk Management Matrix. Make recommendations to the Biblical Stewardship MALT for resolution to submit to Congregation Council.
- Per the Facilities Maintenance and Modification Policy:
  - Identify project lead to work with the affected ministries with regards to any minor or major modification or additions (type B and C work).
  - Develop work plan/proposal, identify the most effective approach for completion (volunteer/subcontract), and develop estimate for the modification.
  - Determine if building permits or inspections will be needed for such modifications/additions.
  - Request funding and approval from RLC council, if not already budgeted.
  - Work with the Facilities Safety Ministry Team with regards to any "Work with Significant Safety Implications (type D work activities)".
- Work with the Security Team when needed to address congregational security concerns.
- Attend site visits from the Fire Marshall.

## **PRODUCTION TEAM**

### **PURPOSE**

The Richland Lutheran Church Production Team exists to serve Richland Lutheran Church and the community by utilizing digital technology to spread God's word.

### **FUNCTIONS (IN NO PARTICULAR ORDER)**

- Point of contact with KVEW on broadcast videos
- Recruit volunteers
- Train volunteers
- Oversee all aspects of weekly production (video, audio, editing, cameras, etc.)
- Develop a backup for themselves
- Regularly sign up for service via scheduling website (preferred) or notify schedule coordinator of availability.
- Secure substitute for scheduled dates of service in a timely manner, and then make changes on scheduling website (preferred) or notify church office of change.

## **PROJECTION TECHNICIANS**

### **PURPOSE**

The Richland Lutheran Church Projection Technicians exist to serve Richland Lutheran Church's congregants during worship.

### **FUNCTIONS (IN NO PARTICULAR ORDER)**

- Operate the sanctuary projection system in accordance with the accepted manner for the specified service or event.
- Provide digital images, such as "scripture slides" for use by GNMM.
- Create projection playlists for worship, memorial services, seminars, workshops, Vacation Bible School, and other events as requested. Playlist slides will be tasteful and not distracting to worship (i.e. not "flashy" or "showy").
- Attend training sessions.
- Regularly sign up for service via scheduling website (preferred) or notify schedule coordinator of availability.
- Secure substitute for scheduled dates of service in a timely manner, and then make changes on scheduling website (preferred) or notify church office of change.

## **RECYCLING TEAM**

### **PURPOSE**

The Richland Lutheran Church Recycling Team exists to assist Richland Lutheran Church in taking care of God's Creation, our works, through the recycling of materials.



## **REGULAR FUNCTIONS (IN NO PARTICULAR ORDER)**

- Sign up regularly for service via the scheduling section of the church website.
- Secure a substitute when not available according to the schedule and update the online schedule and/or notify the scheduling coordinator.
- At least once per scheduled week, collect all recyclable materials from the church, including the recycle bin in the fellowship hall, and the recycle boxes in the copy rooms. Collected materials should be taken to appropriate locations off-site (home recycle curbside-bin, community collection sites, etc).

## **SECURITY TEAM**

### **PURPOSE**

The Richland Lutheran Church Security Team exists to help assure Richland Lutheran Church is a welcoming, safe and secure place to make disciples who worship, grow, serve and steward.

### **REGULAR FUNCTIONS (IN NO PARTICULAR ORDER)**

- To be the “eyes” and “ears” of the congregation during Sunday worship services and special events.
- Promote security awareness of people and facilities at Richland Lutheran Church.
- Educate congregation on security issues and encourage a “Safe Church” culture.
- Identify areas of security risk and provide for changes to minimize those risks.
- Provide for security training and threat assessment.
- Encourage and assist where necessary all Ministry Teams to pre-plan for security and work in partnership with the Security Team.
- Institute a “see something, say something” safe culture at Richland Lutheran Church.
- Attend to the special security needs of vulnerable populations including but not limited to; the elderly, children, disabled, mentally ill, minorities.

## **SOUND BOARD OPERATORS**

### **PURPOSE**

The Richland Lutheran Church Sound Board Operators exist to serve Richland Lutheran Church’s congregants during worship.

### **FUNCTIONS (IN NO PARTICULAR ORDER)**

- Operate the sanctuary sound board in accordance with the accepted manner for the specified service or event.
- Record events to USB drive, as requested.
- Attend training sessions.
- Regularly sign up for service via scheduling website (preferred) or notify schedule coordinator of availability.
- Secure substitute for scheduled dates of service in a timely manner, and then make changes on scheduling website (preferred) or notify church office of change.

## **COUNCIL APPOINTED COMMITTEES**

**THE AUDIT COMMITTEE** evaluates the financial records of the congregation to ensure financial activity has been properly performed and recorded in accordance with the generally accepted accounting principles and the congregation's policies and procedures.

**THE COMPENSATION COMMITTEE** recommends to the Council staff salary ranges and salary actions annually.

**THE FACILITIES BUILDING FUND RAISING COMMITTEE** promotes giving for current facility life extension and eventual facilities replacement, recommends whether to secure the services of a professional fundraiser, and proposes the target cash reserves needed prior to acquiring new facilities.

**THE MINISTRY FACILITY USAGE VISION COMMITTEE** develops a list of the current and probable ministries of the Richland Lutheran Church, as well as an estimate of the number of attendees, frequency of use, and special requirements for each ministry.

**THE MINISTRY & MISSION PLANNING TEAM** develops and implements a strategic plan to accomplish the ongoing vision/mission of RLC by connecting it with ministry. The team will determine what God is doing, discern where God is headed and define the strengths, gifts, and competencies of the congregation to help RLC accomplish its vision/mission in the in the next ten years, including considerations for the necessary facilities.

**THE NOMINATING COMMITTEE** recommends voting members of this congregation for election at the annual meeting as Officers and Congregation Council members. *(This committee is appointed by Council and APPROVED by the Congregation)*

**THE SCHOLARSHIP COMMITTEE** proposes the number of, and amount of, scholarships to be offered. It defines the application and evaluation criteria and administers the selection of the scholarship recipients.

**THE STAFFING REVIEW COMMITTEE** reviews the staff positions periodically and recommends any changes that would more effectively meet the needs of ministry.

## MINISTRY FUNDING PROPOSAL FOR 2023 – SUMMARY

	2022 Budget	2023 Proposed	Notes
<b>51000 BENEVOLENCE</b>	82,474.00	86,546.00	11% of budget less Benevolence
<b>52000 CHRISTIAN SERVICE</b>			
52050 Grief Support	700.00	700.00	
52300 Missions	600.00	600.00	
52400 Neighborhood Ministry	2,650.00	11,300.00	
52700 Communications	1,450.00	1,650.00	
52800 Visitation	100.00	100.00	
52850 Prayer Ministry	200.00	150.00	
<b>Total 52000 CHRISTIAN SERVICE</b>	<b>\$ 5,700.00</b>	<b>\$ 14,500.00</b>	
<b>53000 WORSHIP</b>			
53200 Children's Church	50.00	50.00	
53300 Communion Supplies	2,600.00	1,600.00	no longer purchasing pre-packaged cups
53400 Copyright License	1,800.00	2,000.00	anticipated annual increases
53500 Flowers/Decorations	2,000.00	2,000.00	
53600 Instrument/Robe Maint	1,400.00	1,400.00	
53700 Music Supplies	600.00	400.00	using more of what we already have
53725 New Members	1,500.00	1,500.00	
53750 Nursery	500.00	500.00	
53900 Worship Supplies	3,850.00	3,800.00	
<b>Total 53000 WORSHIP</b>	<b>\$ 14,300.00</b>	<b>\$ 13,250.00</b>	
<b>55000 SPIRITUAL GROWTH</b>			
55150 Congregation/Membership	600.00	600.00	change name to 'Fellowship Events'
55200 Wednesday Dinner	2,000.00	2,000.00	
55300 Children's Ministry	4,550.00	4,280.00	smaller subscription
55350 Middle School Ministry	3,000.00	0.00	use Youth Ministry Equity
55400 High School Ministry	3,500.00	0.00	use Youth Ministry Equity
55450 Adult Ministry	750.00	1,000.00	anticipated increase in events
55500 Men's Ministry	1,000.00	1,000.00	
55550 Women's Ministry	1,000.00	1,000.00	
55600 Senior Ministry	500.00	500.00	
55650 Young Adult Ministry	500.00	500.00	
55700 Family Ministry	1,500.00	2,000.00	anticipated increase in events
55800 Pastoral Community Outreach	1,200.00	2,000.00	inflation!
55900 NEW Sunday am coffee hour	0.00	2,600.00	name TBD, reimb up to \$50/wk
<b>Total 55000 SPIRITUAL GROWTH</b>	<b>\$ 20,100.00</b>	<b>\$ 17,480.00</b>	
<b>56000 BIBLICAL STEWARDSHIP</b>			
56100 Property	161,100.00	162,100.00	
56200 Stewardship	7,900.00	500.00	
56300 Operations	21,160.00	18,710.00	
56400 Safety	6,625.00	7,100.00	

<b>56700 Technology</b>	\$ 8,100.00	\$ 29,000.00	inflation, aging equipment, software
<b>Total 56000 BIBLICAL STEWARDSHIP</b>	<b>\$204,885.00</b>	<b>\$217,410.00</b>	
<b>57000 COUNCIL</b>	<b>2,000.00</b>	<b>2,000.00</b>	
<b>58000 SALARIES &amp; BENEFITS</b>	<b>503,502.00</b>	<b>522,144.00</b>	
<b>TOTAL COUNCIL &amp; SALARIES/BENEFITS</b>	<b>505,502.00</b>	<b>524,144.00</b>	
<b>TOTAL BUDGET</b>	<b>\$832,961.00</b>	<b>\$873,330.00</b>	

## MINISTRY FUNDING PROPOSAL FOR 2023 - DETAIL

	2022 Budget	2023 Proposed	Notes
<b>51000 BENEVOLENCE</b>	82,474.00	86,546.00	11% of budget less Benevolence
<b>52000 CHRISTIAN SERVICE</b>			
52050 Grief Support	700.00	700.00	
52300 Missions	600.00	600.00	
52400 Neighborhood Ministry			
52410 Block Party	2,000.00	2,700.00	might need offset increase in prices
52415 Community Workday	300.00	300.00	
52425 Tutoring	200.00	200.00	
52428 Weekend Lunches for Kids	0.00	8,000.00	new account for established ministry
52430 Welcome Bags	150.00	100.00	
<b>Total 52400 Neighborhood Ministry</b>	<b>\$ 2,650.00</b>	<b>\$ 11,300.00</b>	
52700 Communications			
52710 Advertising/Banners	150.00	400.00	
52721 Christmas/Easter Mailers	800.00	700.00	
52730 Website Hosting Fees	500.00	550.00	
<b>Total 52700 Communications</b>	<b>\$ 1,450.00</b>	<b>\$ 1,650.00</b>	
52800 Visitation	100.00	100.00	
52850 Prayer Ministry	200.00	150.00	
<b>Total 52000 CHRISTIAN SERVICE</b>	<b>\$ 5,700.00</b>	<b>\$ 14,500.00</b>	
<b>53000 WORSHIP</b>			
53200 Children's Church	50.00	50.00	
53300 Communion Supplies	2,600.00	1,600.00	no longer purchasing pre-packaged cups
53400 Copyright License	1,800.00	2,000.00	anticipated annual increases
53500 Flowers/Decorations	2,000.00	2,000.00	
53600 Instrument/Robe Maint	1,400.00	1,400.00	
53700 Music Supplies	600.00	400.00	using more of what we already have
53725 New Members	1,500.00	1,500.00	
53750 Nursery	500.00	500.00	
53900 Worship Supplies			
Bulletin Binding	300.00	300.00	
General	3,250.00	3,200.00	
Sermon Resources	300.00	300.00	
<b>Total 53900 Worship Supplies</b>	<b>\$ 3,850.00</b>	<b>\$ 3,800.00</b>	
<b>Total 53000 WORSHIP</b>	<b>\$ 14,300.00</b>	<b>\$ 13,250.00</b>	
<b>55000 SPIRITUAL GROWTH</b>			
55150 Congregation/Membership	600.00	600.00	change name to 'Fellowship Events'
55200 Wednesday Dinner	2,000.00	2,000.00	
55300 Children's Ministry			
Bibles	50.00	30.00	fewer kids in 3rd grade fall 2023
Christmas Event	500.00	500.00	

Sunday School	900.00	650.00	smaller subscription
Super Kids	300.00	300.00	
VBS	2,800.00	2,800.00	
<b>Total 55300 Children's Ministry</b>	<b>\$ 4,550.00</b>	<b>\$ 4,280.00</b>	
55350 Middle School Ministry	3,000.00	0.00	use Youth Ministry Equity
55400 High School Ministry	3,500.00	0.00	use Youth Ministry Equity
55450 Adult Ministry	750.00	1,000.00	anticipated increase in events
55500 Men's Ministry	1,000.00	1,000.00	
55550 Women's Ministry	1,000.00	1,000.00	
55600 Senior Ministry	500.00	500.00	
55650 Young Adult Ministry	500.00	500.00	
55700 Family Ministry	1,500.00	2,000.00	anticipated increase in events
55800 Pastoral Community Outreach	1,200.00	2,000.00	inflation!
55900 NEW Sunday am coffee hour	0.00	2,600.00	name TBD, reimb up to \$50/wk
<b>Total 55000 SPIRITUAL GROWTH</b>	<b>\$ 20,100.00</b>	<b>\$ 17,480.00</b>	
<b>56000 BIBLICAL STEWARDSHIP</b>			
56100 Property			
56110 Furnishings	500.00	500.00	
56130 Janitorial	14,500.00	16,000.00	anticipate annual increase
56140 Maintenance			
Contracts		4,700.00	HVAC contract
General	2,000.00	2,500.00	
Grounds/Sprinkler Sys	3,000.00	5,600.00	sprinkler repairs
Major	25,000.00	25,000.00	
Parking Lot/Snow Removal	1,900.00	2,000.00	
<b>Total 56140 Maintenance</b>	<b>\$ 31,900.00</b>	<b>\$ 39,800.00</b>	
56150 Maintenance Contract			remove account
Copiers	8,000.00	0.00	move to Miscellaneous Tech
HVAC	5,200.00	0.00	move to Maintenance
<b>Total 56150 Maintenance Contract</b>	<b>\$ 13,200.00</b>	<b>\$ 0.00</b>	
56160 Repair			
Copier/Riso	200.00	0.00	move to Miscellaneous Tech
Equipment Repair/Replace	25,000.00	25,000.00	change name to 'Life Extension'
Heating/Cooling	8,000.00	8,000.00	
<b>Total 56160 Repair</b>	<b>\$ 33,200.00</b>	<b>\$ 33,000.00</b>	
56172 Taxes & Insurance	11,800.00	12,800.00	
56175 Utilities	56,000.00	60,000.00	
<b>Total 56100 Property</b>	<b>\$161,100.00</b>	<b>\$162,100.00</b>	
56200 Stewardship	7,900.00	500.00	move CCB/Pushpay to Tech: Software/License
56300 Operations			
56310 Bank Charges/Fees	50.00	50.00	
56312 Consumable Supplies	3,000.00	3,000.00	
56315 Corporation Fees	10.00	60.00	

56328 Merchant Fees	7,600.00	8,100.00	
56330 Office Equipment	500.00	0.00	Move to Miscellaneous Tech
56335 Office Supplies	5,500.00	3,000.00	using more digital communication
56340 Postage	3,500.00	3,500.00	
56350 Reference Materials	1,000.00	1,000.00	
<b>Total 56300 Operations</b>	<b>\$ 21,160.00</b>	<b>\$ 18,710.00</b>	
<b>56400 Safety</b>			
56410 Alarm System	2,025.00	2,500.00	rename 'Security System' (includes cameras)
56420 Background Checks	1,800.00	900.00	shouldn't need a lot of new checks
56425 Emergency Supplies	200.00	500.00	inflation
56432 Fire Monitoring/Testing	1,500.00	2,000.00	anticipate increase
56440 Inspections	900.00	1,000.00	
56452 Services/Training	200.00	200.00	
<b>Total 56400 Safety</b>	<b>\$ 6,625.00</b>	<b>\$ 7,100.00</b>	
<b>56700 Technology</b>			
56710 A/V Equipment	\$ 500.00	\$ 0.00	combine w/Hardware/Peripherals
56715 Broadcast/Streaming	\$ 0.00	\$ 0.00	annual cost \$32,000 - use Equity funds for 2023
56720 Hardware/Peripherals	\$ 1,800.00	\$ 4,000.00	some aging equipment
56725 Internet/Phone	\$ 3,800.00	\$ 4,500.00	inflation
56740 Miscellaneous Tech	\$ 0.00	\$ 8,700.00	Office equipment, copiers, etc.
56755 Software/License	\$ 2,000.00	\$ 11,800.00	incl CCB/Pushpay, QB Online, Adobe, etc.
<b>Total 56700 Technology</b>	<b>\$ 8,100.00</b>	<b>\$ 29,000.00</b>	
<b>Total 56000 BIBLICAL STEWARDSHIP</b>	<b>\$204,885.00</b>	<b>\$217,410.00</b>	
<b>57000 COUNCIL</b>			
57100 - Accountable Mileage	0.00		
57200 - Contingency	0.00		
57300 - Council/Staff Retreat	500.00	500.00	
57400 - LCMC Leadership Conf	0.00		
57500 - LCMC Nat'l Conf	0.00		
57600 - Long Range Plan	0.00		
57700 - Mustard Seed	0.00		
57750 - Non-Budgeted Expense	0.00		
57770 - Operating Resrv Restoration	0.00		
57775 - Pulpit Supply	0.00		
57800 - Staff Retreat	1,500.00	1,500.00	
57900 - Staff Search	0.00		
<b>Total 57000 - COUNCIL</b>	<b>2,000.00</b>	<b>2,000.00</b>	
<b>58000 SALARIES &amp; BENEFITS</b>	<b>503,502.00</b>	<b>522,144.00</b>	
<b>TOTAL COUNCIL &amp; SALARIES/BENEFITS</b>	<b>505,502.00</b>	<b>524,144.00</b>	
<b>TOTAL BUDGET</b>	<b>\$832,961.00</b>	<b>\$873,330.00</b>	

## MINISTRY FUNDING PROPOSAL COMPARISON W/2021

	<b>2022 Budget</b>	<b>2023 Proposed</b>	<b>\$ Change for 2023</b>	<b>% Change for 2023</b>
Christian Service	\$ 5,700	\$ 14,500	\$ 8,800	154.4%
Worship	\$ 14,300	\$ 13,250	\$ (1,050)	-7.3%
Spiritual Growth	\$ 20,100	\$ 17,480	\$ (2,620)	-13.0%
Biblical Stewardship	\$ 204,885	\$ 217,410	\$ 12,525	6.1%
Property	\$ 161,100	\$ 162,100	\$ 1,000	0.6%
Stewardship	\$ 7,900	\$ 500	\$ (7,400)	-93.7%
Operations	\$ 21,160	\$ 18,710	\$ (1,950)	-9.2%
Safety	\$ 6,625	\$ 7,100	\$ 475	7.2%
Technology	\$ 8,100	\$ 29,000	\$ 20,400	251.9%
Council	\$ 505,502	\$ 524,144	\$ 18,642	3.7%
Benevolence	\$ 82,474	\$ 86,546	\$ 4,072	4.9%
<b>Total Budget</b>	<b>\$ 832,961</b>	<b>\$ 873,330</b>	<b>\$ 40,369</b>	<b>4.8%</b>