

# CARE IN CONGREGATIONS

The **Care in Congregations** is the program through which members receive financial support for hands-on service activities and fund-raising activities to help their Lutheran congregations or associated Lutheran entities (e.g., preschool, elementary school, high school, child care center, etc.).

Each congregation is required to have three **congregational coordinators** in place in order to receive their funds available for the **Care in Congregations** program. The congregational coordinators provide leadership to volunteer efforts in the congregation, initiate the request for funds, report activity information, assure that funding is used as intended at the congregation and to engage other Thrivent Financial for Lutheran members.

## Program Highlights

- These activities qualify for funding:
  - hands-on service activities
  - fund-raising activities
  - appeal/collection
- Care in Congregations** is an annual program (January-December). Fund requests for each activity must be made by the second Friday of December of the calendar year. Final reporting and funds disbursement is by March 31 of the following year.
- Multiple activities can be completed throughout the year.
- To receive funding from an activity(ies) there must be an individual from at least six Thrivent Financial for Lutherans member households interested in participating in the activity benefiting the recipient. These can be financial or associate members.
- If a congregation decides to hold a collection or an appeal, at least six Thrivent Financial for Lutherans member households must be involved in planning, logistics, etc. for this activity. Reporting for the activity will be the number of member households participating in organizing the collection, total volunteer hours contributed in organizing the collection, and total local funds raised.
- All activity requests, approval and reporting are done online.
- Funding dollars are requested prior to beginning the activity and subject to funds available.
- Once an activity is complete, a congregational coordinator goes online and submits the project report to the Operations Center in Appleton, WI. Funds are disbursed upon receipt of the report.

## Congregational Coordinators Highlights

- The congregational coordinator positions are not elected positions. Congregational coordinators will be selected by the chapter leadership board. (In 2003, express interest through the MLCS).
- Can be a congregational coordinator in only one congregation.
- Member can be a congregational coordinator in a congregation located outside of their chapter membership.
- No term limit. Service until position is vacated either by choice or through a chapter leadership board decision.
- Congregational coordinators must be from different households.
- Cannot hold a chapter leadership position.
- Orders and coordinates distribution of congregational resources (ie baptismal medallions).
- Posters and bulletin inserts can be ordered through chapter leaders.
- A congregational coordinator's name, address, phone number and e-mail address will be posted on the Internet and available only to Thrivent Financial for Lutherans **members who belong to that congregation.**



## Congregational Service Team Highlights

- ☑ A Congregational Service Team Director is an elected leader serving on the chapter leadership board. This person will support and train congregational coordinators.
- ☑ To be eligible for funding, there needs to be 3 congregational coordinators in place on the system.
- ☑ Coordinators request funds online directly from Thrivent Financial Operational office in Appleton.
- ☑ In 2003, each congregational service team will be eligible for annual funds available based on the number of baptized congregational members in addition to a base amount.
- ☑ Funds available letters will go out after three congregational coordinators are selected and entered onto the online system.
- ☑ In 2004, additional factors in the annual funds available will be based upon the number of members participating, volunteer hours, and local funds raised.
- ☑ Congregational service teams will be the first way members can get involved with the new system.

## Congregational service team funding:

- ☑ No checkbook—funds requested on-line.
- ☑ Congregational service teams will be able to make **multiple activity requests per year**.
- ☑ After an activity is completed, the Care in Congregations funds will be made out to the congregation (the recipient of the activity) and a paper check is sent to the congregation.
- ☑ There will be an \$800 maximum funding limit for **each** hands-on work (service) activity. Congregational service teams still may conduct multiple hands-on work activities. (There is no maximum limit for fund-raising activities-up to the allocation amount.)  
  
**Note:** Remember, funding requests for **any** Care in Congregations activity (fund-raising, appeal/collection or work activity) may not exceed the remaining annual funds available.
- ☑ For hands-on work service project activities, service teams may request **50-percent up-front funding** for the immediate purchase of supplies required for the activity. The dollars will be sent directly to the congregation.
- ☑ The service team must request at least \$100 for an activity to be eligible for funding.
- ☑ As part of their reporting, congregational service teams are expected to submit all receipts to the chapter leadership board before funds are released. Receipts must be kept by the board for 7 years.

If you have questions about the **Care in Congregations** program, please contact the Fraternal Service Center at (800) 236-3736, ext. 5909.