

# Obtaining Care in Congregations® Funds

## Step 1: Plan ahead.

Get a user ID and password via the Members/Chapters area of [www.thrivent.com](http://www.thrivent.com) so you can access the online “Congregational Coordinators Only” to request funds and report activity results.

## Step 2: Find a need and identify an activity.

### Congregational service team:

- Identifies a need and an activity (*fund-raiser or hands-on service activity*).
- Involves a minimum of six Thrivent Financial members from different households in some phase of the activity. (*NOTE: Other people are also considered part of the service team.*)
- Gathers support from the congregation, congregational leaders and congregational coordinators.

## Step 3: Request activity approval.\*

- Congregational coordinator requests activity approval online via “Congregational Coordinators Only” area of [thrivent.com](http://thrivent.com).
- Information needed:
  - Activity type, date and name (*NOTE: The activity name is what appears on the check stub when the funds are sent to the church after the activity results have been reported.*)
  - Estimated cost of hands-on service activity or estimated funds that will be raised
  - Total amount requested from Thrivent Financial (*NOTE: For hands-on service activities, 50% of the funding may be requested up front.*)
  - Estimated number of Thrivent Financial member households actively involved in planning, preparing or working at the activity
  - Activity contact name and address

## Step 4: Plan and promote the activity.

- Congregational coordinator:
  - Informs team that funds are available and emphasizes the importance of stretching those funds.
  - Encourages team to involve church leadership in the activity.
  - Informs team about the importance of publicizing and promoting the activity.

## Step 5: Conduct the activity.

- Service team should track the following:
  - Volunteer hours
  - Attendance  
(*total, members, member households*)
  - Expenses incurred
  - Funds raised
  - Contributed goods

## Step 6: Report activity results.\*

- Congregational service team reports activity results to the congregational coordinator, who enters the information online.
- Congregational coordinator sends report form and any receipts to the chapter.
- Results are publicized in the congregation.
- Funds are sent directly to the congregation from the fraternal operations center.