

CARE IN CONGREGATIONS®

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. As one of three congregational volunteers (two congregational coordinators and one lead congregational coordinator), your role is to administer the funds available to Thrivent Financial members in your congregation via the Care in Congregations® program—encouraging activities that maximize Thrivent Financial member involvement, awareness of Thrivent Financial, and high impact on Lutheran congregations and their related institutions.

Program Highlights

- ☑ These activities qualify for funding: hands-on service activities and fund-raising activities
- ☑ **Care in Congregations®** is an annual program (January-December). All activity requests must be submitted by Dec. 20, 2007. Activities must occur within the calendar year that they are approved. Final reporting should be completed by Dec. 31, 2007, if possible.
- ☑ Multiple activities can be completed throughout the year.
- ☑ To receive funding from an activity(ies) there must be an individual from at least six different Thrivent Financial for Lutherans member households involved in planning, organizing, and conducting 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 activity report to the Operations Center. Funds are disbursed upon receipt of the report. Reporting should be completed by Dec. 31, 2007, if possible.

Congregational Coordinators Highlights

- ☑ The congregational coordinator positions are not elected positions. Congregational coordinators will be appointed by the chapter leadership board.
- ☑ The lead congregational coordinator is required to have access to the Internet and a valid e-mail address.
- ☑ 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 and cannot hold a chapter leadership position.
- ☑ Posters and bulletin inserts can be ordered online through Order Congregational Supplies.
- ☑ Can be a congregational coordinator in only one congregation.
- ☑ Since there are three congregational coordinators, each person can take on responsibilities that match his or her skills (e.g. one can assume the computer work while another takes care of promotion and the third oversees the details of the activities).
- ☑ Orders and coordinates distribution of congregational resources (e.g. baptismal medallions).
- ☑ 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 chapter.**



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 three congregational coordinators in place on the system.
- ☑ Coordinators request funds online directly from Thrivent Financial Operations Center in Appleton.
- ☑ In 2007, 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.
- ☑ Letters announcing 2007 funds available will go out beginning in early January to each congregational coordinator as long as all three coordinators are listed online.

Contact the Fraternal Service Center

The Fraternal Service Center staff is available to answer your chapter-related questions. You can contact the staff in several ways:

- ☑ To speak with a staff member, call 800-236-3736 at the following times:
 - ☑ Mon. and Tues. 7 a.m.— 9 p.m. Central time
 - ☑ Wed. — Fri. 7 a.m.— 6 p.m. Central time
- ☑ Call 800-236-3736 and leave a message any time of the day.
- ☑ Send an e-mail to fraternal@thrivent.com

Congregational service team funding:

- ☑ No checkbook—funds requested online.
- ☑ 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 unless arrangements are made with Thrivent Financial to have funds electronically deposited into the congregation's account. Local funds raised should be turned directly over to the congregation.
- ☑ There will be an \$1,600 maximum funding limit for **each** hands-on service activity. Congregational service teams still may conduct multiple hands-on service 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 or hands-on service) may not exceed the remaining annual funds available.

- ☑ For hands-on service activities, service teams may request up to **50-percent up-front funding** for the immediate purchase of materials required to do the work (service). 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.
- ☑ For hands-on service activities, congregational service teams **must** submit all receipts to the chapter leadership board. Receipts must be kept by the board for seven years.



Publicity is a very important piece of conducting volunteer activities. For ideas on publicizing your activities, go to www.thrivent.com, Members/Chapters, Volunteer Resources, Ask CHIP - and search on 'publicity'.