



## Care Team approach strengthens ministry



Care Team “minister” Barbara Vaughn (standing) of Redeemer Lutheran, Tacoma, helps Care “partner” Margaret Wickstrom send e-mail on the computer in her apartment at Tacoma Lutheran Home & Retirement Community.

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Lutherans have a long history of helping others—within a family, in a congregation and out in the community. Usually this occurs one on one in response to a specific need. Now a recently organized program called Interfaith Care Team Ministry adds leverage to that personal approach. As in sports, “players” with varied skills, knowledge and connections form teams. As a result, they strengthen and broaden the support traditionally provided individually.

Typically, a congregation Care Team offers practical assistance, usually to the elderly in the church and community. Help takes many forms: providing rides to do shopping, to medical appointments and to church; reading aloud to a sight-impaired partner; and helping with yard and household chores, such as replacing light bulbs and checking smoke detectors.

One Care Team built a wheelchair ramp so the resident could continue to live at home. A “techie” on another team helped a senior with e-mail and other computer advice. Respite can be another important care element. A family caregiver might need a break, so the congregation Care Team can fill in.

Some Care Teams have sponsored periodic blood pressure checks. Involvement of physicians and parish nurses helps those Care Teams conduct such health evaluations. In some congregations, Stephen Ministry also relates to the Care Team program.

The process in a congregation starts when a regional Care Team Ministry coordinator contacts a pastor or other leaders. Then a questionnaire enables a congregation to determine who wants assistance and who might be willing to join a Care Team. Next, the regional coordinator meets with the potential Care Team members to inform them about purposes and procedures. A training session follows the initial orientation. This training defines the type of help provided, notes issues such as confidentiality, and explores concerns such as setting boundaries regarding the type and extent of help to be offered.

In the Puget Sound area, for instance, this national interfaith program has taken root in several settings. The Josephine Sunset Home in Stanwood was the first to establish a program, first reaching out to nearby Lutheran congregations. Then the program expanded to congregations of other denominations.

The Tacoma office of Lutheran Community Services Northwest has expanded the ministry in several ways. After initiating teams in a few Lutheran congregations, coordinators began reaching out to involve a wide range of other denominations.

In that area, the congregational Care Teams meet regularly, with a regional coordinator on hand as an advisor, to review their ongoing activities.

An advisory committee made up of leaders from health-related organizations meets quarterly to provide evaluation and ideas. A newsletter informs leaders about current activities and shares ideas.

Recently, Christ Lutheran Church in Belfair agreed to take on the leadership of a satellite program that previously had been directed by Lutheran Community Services.

Now that Care Team coordination is expanding connections with other local congregations, nursing homes and government agencies. The aim—help elderly persons and others with disabilities continue to live on their own as much and long as possible.

Wherever Care Teams have been up and running, pastors and other church leaders have found them to be a valuable part of the total ministry.

### Help for starting a Care Team ministry

For help and advice in starting a Care Team program in your area, consider the following sources:

- Some funding to assist new programs is available from the Faith in Action arm of the Robert Wood Johnson Foundation (877/324-8411).
- General information about Interfaith Care Team programs (including those of several Lutheran organizations) is available from the Interfaith Caregivers Alliance (800/350-7438).

Further information about the Washington State programs mentioned in this article can be obtained from:

- Nancy Slind, Care Team Coordinator, Josephine Sunset Home (360/629-2126) e-mail [nancyslind@sunsethome.com](mailto:nancyslind@sunsethome.com);
- Patricia Witt, Care Team Director, Foss Home & Village (206/834-2581) e-mail [witt@fossca.org](mailto:witt@fossca.org);
- Anita Londgren, Interfaith Care Team Ministry Manager, Lutheran Community Services Northwest (253/272-8433) e-mail [alondgren@lcsnw.org](mailto:alondgren@lcsnw.org).

## Have you talked about AIDS lately?

World AIDS Day is observed annually on December 1. It's a time to learn more about the pandemic, promote prevention education, and remember those who have died from AIDS and those infected and affected by HIV/AIDS. AIDS news from around the world is grim. It affects families, congregations, schools and entire economies. In the United States, there is an alarming increase in the number of HIV infections among men and women of color. HIV is not going away. Encourage conversation, education and opportunities for providing caring ministries.

Following are resources to help raise awareness about AIDS:

- Visit [www.unaids.org](http://www.unaids.org) for resources developed around the campaign theme for 2001, *Men Make a Difference: I care ... Do you?* The United Nations' Web site provides information on AIDS around the world, plus posters and links related to this year's campaign.
- *I Care ... Do You? Youth and AIDS in the 21st Century*, annual resource booklet produced by the American Association for World Health. Provides information about AIDS in the United States and around the world, fact sheets, suggestions for observing World AIDS Day, and resource listings. Receive one free copy by calling 202/466-5883.
- *A Ministry of Caring: An HIV/AIDS Resource Packet*, updated resource packet. Contains reproducible resources such as learning activities for youth,

worship suggestions, ideas for World AIDS Day, stories, and more. The packet also contains materials from the *Stand With Africa* campaign, focusing on AIDS in Africa. Receive one free packet by calling the ELCA Resource Information Service at 800/638-3522.

- “AIDS in Africa” articles from the September 2001 issue of *The Lutheran*. Visit [www.thelutheran.org/0109/world.html](http://www.thelutheran.org/0109/world.html) and view pages 48-54. Study guides for AIDS in Africa articles can be found at [www.thelutheran.org/study/aids.html](http://www.thelutheran.org/study/aids.html)
- *Lutheran Woman Today*, December 2001 issue. Visit [www.elca.org/wo](http://www.elca.org/wo) or [www.elca.org/wo/twt](http://www.elca.org/wo/twt) around World AIDS Day for access to their AIDS article on the Web.
- Additional resources can be accessed by visiting the ELCA's HIV/AIDS Clearinghouse updated Web site, [www.elca.org/dcs/hiv/aids.html](http://www.elca.org/dcs/hiv/aids.html)



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# Evangelism events for 2002 offer new vitality

Plan now to attend an evangelism event in 2002. They are an excellent way to learn the latest in evangelism and to bring new vitality to your congregation.

## Evangelism Connections 2002

Mark your calendar now to attend one of the two ecumenical Evangelism Connections 2002 events! These identical events are scheduled April 12 & 13 in Louisville, Ky., and November 15 & 16 in Philadelphia, Pa. Evangelism Connections 2002 will feature three world-class speakers and ten practical workshops led by practitioner-specialists on topics such as: preparing your church for vitality (Evangelism 101); reaching postmodern generations; rural and small town evangelism; revitalizing established congregations; multicultural congregations; using technology and the Web to evangelize; and evangelizing in the midst of religious pluralism.

Register early or with a group and receive discounts on the registration costs. Evangelism Connections 2002 is being sponsored and planned by: Christian Church (Disciples of Christ), Episcopal Church, Evangelical Lutheran Church in America, Net Results, Inc., Presbyterian Church (U.S.A.), Reformed Church in America and the United Church of Christ.

For more information, contact: EC2002 Office, 5001 Avenue "N," Lubbock, TX 79412-2993, (phone) 806/762-8094, ext. 102, (fax) 806/762-8873, or e-mail: [netresults@netresults.org](mailto:netresults@netresults.org). You may also contact the Education and Evangelism

Team of the ELCA Division for Congregational Ministries at: 800/638-3522, ext. 2582, or go to [www.elca.org/eteam/training](http://www.elca.org/eteam/training)

## 2002 ELCA Vital Congregations Seminar Series

God's Spirit is breathing new vision and vitality into congregations throughout the ELCA! The Division for Congregational Ministries is sponsoring the Vital Congregations seminar series (previously known as 'Teaching Congregations') as a way to share with congregations those ministry practices that are making connections with people who do not yet know the saving love of Jesus Christ. Seminars will be held in both the spring and fall of 2002. Learn more about effective evangelism and discipleship practices that include:

- introducing people into a living relationship with Jesus Christ,
- strategizing effectively to help people grow in the life Christ offers them,
- exercising active hospitality in all aspects of congregational ministry, and
- serving the needs of the surrounding community in attentive and caring ways.

Three thriving congregations have been chosen to host the spring series and to model for others the skills that have helped them proclaim God's love to a world hungry for a "faith that works." These congregations have become known for their effectiveness in equipping the church to reach those who are unchurched. During this four-day weekend

of hands-on learning, congregational leaders will share with you what works for them, with an eye to what could be transferable to your ministry setting. Plan to attend, if you are interested in...

- exploring the effective evangelism and discipleship ministry of three dynamic ELCA congregations,
- experiencing first-hand those practices that have resulted in renewed vitality,
- emerging from the seminar with action steps for your ministry setting.

An informational brochure about the Vital Congregation Seminar Series is in the November-December Action Packet. Additional brochures are available from Barbara Holzhauser at 800/638-3522, ext. 2582, or go to [www.elca.org/eteam](http://www.elca.org/eteam)

## The Culture-Friendly Church: Turn Your Church Inside Out

The Culture-Friendly Church, Community Church of Joy's 15th annual Evangelism Conference will be held February 4-7, 2002, in Phoenix, Ariz. This conference offers a call to be a prodigal-hugging church and offers practical applications of daring mission in vision, worship, strategy, invitation and discipleship. Featured guest speaker is Dr. Leonard Sweet. Schedule includes six general sessions, 30 elective workshop choices, and models three distinctly styled worship services.

New this year is a one-day seminar "How to Design and Grow a Dynamic Women's Ministry." Offered as an addition to The Culture-Friendly Church or independently on Friday, February 8, this seminar is planned for those who may be beginning a women's ministry and those desiring to build a stronger ministry through team leadership and creative outreach. For more information call the Joy Leadership Center toll-free at 877/569-5323 (in Arizona 623/362-3210) or see [www.joylead.org](http://www.joylead.org)



## Consider this column looks at the Meal

In the last two issues of "Seeds," the *Consider this* column has been discussing practices around the Meal part of the Eucharist. In the next few issues, those who are responsible for planning and leading worship are invited to consider some alternatives to their current practice in an effort to heighten the meaning of the communion liturgy for the worshipers. The ELCA's official statement on the practice of Word and Sacrament, *The Use of the Means of Grace*, is the foundation for all of these suggestions. You can find this document at [www.elca.org/dcm/worship/sacpracst.html](http://www.elca.org/dcm/worship/sacpracst.html). For further information, contact Scott Weidler, associate director for worship and music, via e-mail at [sweidler@elca.org](mailto:sweidler@elca.org).



### The MEAL

If your current practice is:

Red wine is always used.

Consider this:

Any kind of wine can be used. Remember that in Lutheran understanding, the wine is not a physical "representation" of Christ's blood. Therefore, using red wine because it looks more like blood can be misleading. A practical consideration is that white wine does not stain linens as does red wine.

Small glasses, filled with wine before the service, and/or individual wafers are used.

Serve wine from one large cup and break the bread from a large loaf for a full expression of unity in the sacrament. If it is necessary to use individual glasses, wine should be poured into the cups one at a time using a pouring chalice so the symbolism of "one cup" is still evident. Intinction (dipping the bread into the wine) destroys the natural connection with the human activity of eating and drinking.

Only unleavened bread is used.

Be certain that worshipers, especially children, know that they are eating real bread. Throughout history, Christians have used either leavened or unleavened bread.

Communion is served to separate "tables" who are then dismissed separately.

Serve communion continuously, that is, once one has received the bread and wine they return to their place and the next person takes their place. Not only does this save time without rushing, it also reinforces the understanding of being one body.

Worshipers always kneel to receive communion.

While kneeling is a very appropriate posture, it reinforces an understanding of communion as a penitential time between the individual and God. Another view of communion is a joyful feast! Both standing and kneeling can be freely encouraged. It may change seasonally as well, such as kneeling during Lent and standing during Easter.

During communion, silence is kept or quiet music is played.

There is nothing wrong with this, but it highlights only one view of the eucharist. Joyful, participatory singing needs to balance the quiet and reflective.

The ministers commune themselves before serving the assembly.

Simple hospitality suggests that the "hosts" should eat after the guests have been served.

## Seeds for the Parish

[www.elca.org/col/seeds](http://www.elca.org/col/seeds)

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# Congregation supports Fund for Leaders in Mission

Thanks to Bethlehem Lutheran Church, Chicago, several students entering ELCA seminaries will receive tuition support to help them prepare for leadership in the church.

"Bethlehem has a long history of sending men and women from its own congregation to become pastors," says Pastor Mark Wilms. So, when Bethlehem received an unexpected large bequest, members of the congregation decided to create a Testamentary Fund for Extended Ministries and to provide \$25,000 to the Fund for Leaders in Mission scholarships. In addition, the congregation invested \$15,000 in the Mission Investment Fund to support development of new congregations.

The six-figure bequest came from a woman who had been confirmed at Bethlehem in the 1950s. Though she moved west, her love and appreciation for Bethlehem's ministries continued and she



The Bethlehem Lutheran Church endowment is already at work, helping to fund the second year of studies for the first eight scholars (shown above) who were awarded scholarships last year.

named the church to receive a share of her estate. After receiving such a large sum unexpectedly, members took their time in deciding on the wisest use of the funds. "We interviewed five different organizations, including two banks, a brokerage firm and the ELCA Foundation before deciding how to invest and distribute the funds," says Harriet Borg, chair of their finance committee. Ultimately, they chose to invest a major

portion of the bequest, direct funds to the Fund for Leaders in Mission and the Mission Investment Fund, and to make needed repairs and improvements to their own church facilities.

"Though this is the largest bequest, Bethlehem receives a number of such gifts over the course of a year," says Pastor Wilms. "Leaders of the congregation have long emphasized stewardship and support of the whole church," he says, "and those

foundations do bear fruit, providing funds for outreach and mission."

The Fund for Leaders in Mission is a new initiative created as an endowed scholarship resource available to seminarians. The Fund is just getting started, but the goal is to make attending seminary more financially feasible for students, thus attracting the most promising individuals to ministry leadership in our church. Distributions from the Bethlehem gift will go to work this Fall when 24 seminary students will receive fund scholarships.

## New Fund materials available

As the Fund for Leaders in Mission awards 16 new scholarships to ELCA seminarians this fall, new materials are available free of charge to help you and your congregation learn more about the Fund.

These materials can be used by congregations or synods as a way of promoting the Fund for Leaders in Mission and also can be used to highlight the importance of supporting future leaders for the ELCA. Perfect for congregational gatherings, mission events or for display in your narthex or fellowship center, Fund resources include bulletin inserts, offering envelopes, brochures and speakers.

To order materials, call Naomi Hawkins at 800/638-3522, ext. 6553, or e-mail your request to [NHawkins@ELCA.org](mailto:NHawkins@ELCA.org).



## Get new congregation annual report covers

ELCA Presiding Bishop Mark S. Hanson greets each congregation in his message published in the new Annual Report of the Congregation cover.

He writes that we live in a time of promise, urgency and anticipation. He concludes, "As you meet to consider what God has in store for your congregation and to ask how the Spirit is pushing you forward into new areas of mission and outreach, know that I am with you in prayer and hope. Yours is one of

11,000 congregations joined in mission in Christ's name. Together, with God's help, we can do amazing things."

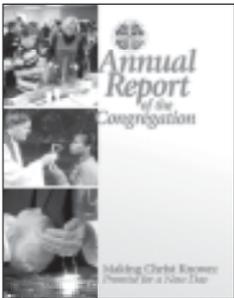
In addition to Bishop Hanson's message, this colorful wrap-around sheet provides:

- devotional materials to begin your annual meeting, including a reprinted hymn from *With One Voice* and a responsive prayer;
- brief explanations of ELCA churchwide ministries funded by your congregation's

mission support;

- updated financial information about the ELCA's churchwide operating expenses;
- scored and offset spine for ease in inserting and stapling annual report materials;
- space for your congregation's name on the front cover and your mailing information on the back cover.

A sample of the new Annual Report Cover was sent to all ELCA congregations in a special stewardship packet mailed in late September. Enclose your annual report inside the new ELCA-produced annual report cover. Order enough copies for your congregational annual meeting. The cover is not dated so you may use it in 2001 or 2002. Order extra copies for members unable to attend the meeting and new members who join during the year. Cost is \$6/package of 50; ISBN 6-0001-3427-4 from Augsburg Fortress at 800/328-4648. Order the number of packages you need (i.e., 200 covers = 4 packages).



## Computer discounts for congregations

ELCA synods, congregations and related schools or agencies can now take advantage of the ELCA volume pricing discount for computer hardware and software needs through our vendor, CDW Computer Centers, Inc.

The ELCA does not benefit in any way from your purchases nor do we endorse one software product over another.

This is a service being offered to you as a purchasing option that we hope will save you some money as we do ministry together.

For more information about this program and ordering instructions, log onto [www.elca.org/it/cdw](http://www.elca.org/it/cdw)

Your congregation number and synod ID number will be required to access this information.

## Find resources that help support stewardship and gift-giving

### Stewardship made easy in new booklet

"Step by Step: Fostering Financial Stewardship in Your Congregation" offers an easy-to-follow recipe for stewardship. This new 48-page booklet from the ELCA outlines 17 clearly stated steps to help leaders implement a solid stewardship foundation in their congregation.

Author Michael Meier, director for leadership development with the Stewardship and Mission Giving Team of the ELCA Division for Congregational Ministries, also provides a process that grounds pastors and lay people in the theology of stewardship. In a bonus section, Meier writes that "the breadth and depth of stewardship theology leads us to appeal to one another to discover lives of meaning and purpose as we:

- engage in worship of God and as we honor God's plan,
- gather to encourage and support one another in a living organism, the Body of Christ,
- make a difference in the world through

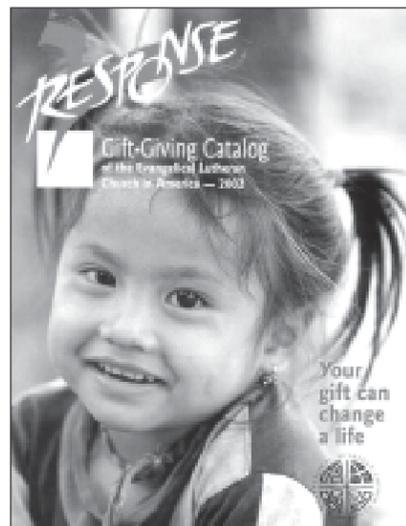
service to people and care of creation,

- teach behaviors which free us from bondage to money, and
- teach behaviors which allow us to discover the spiritual value of generosity, giving modeled on the giving of Jesus, and which trust in the abundance of God."

One copy of this booklet was sent to each ELCA congregation in a special stewardship packet mailed in September. For one free sample copy, call the ELCA Resource Information Service at 800/638-3522.

### Response catalog helps gift-giving

Just in time for Christmas, the ELCA's new full-color catalog lists 25 hands-on ministries that meet specific needs of people in specific places. "Response: The



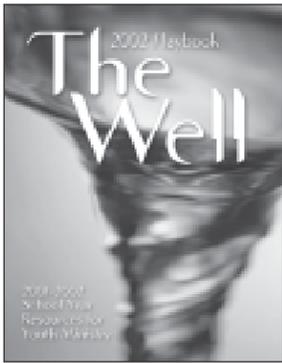
Gift-Giving Catalog of the Evangelical Lutheran Church in America" allows you to make the choice and bring the hope.

These specific giving opportunities are the perfect way to honor friends and support the church's outreach ministries at the same time. You may request a gift card be sent in the recipient's honor.

Does your youth group need a project to support outside their community? Consider the Response Catalog.

Request one free copy of "Response" from ELCA Resource Information Service at 800/638-3522. For multiple copies, call the ELCA Division for Congregational Ministries at 800/638-3522, ext. 2563.

## New youth playbook



*The Well: 2002 Playbook* provides resources for youth ministry as well as as a continuing education tool for people engaged in ministry with youth. The reproducible

resource provides theological articles for leaders, and program, Bible study and discussion materials for each month of the year.

*The Well's* biblical center, 1 Corinthians 12:4-30, addresses the importance of each baptized person to the spiritual health and nurture of the whole faith community. *The Well: 2002 Playbook* asks the question: "In light of their full membership in the Body of Christ through the waters of Holy Baptism, how can and do youth minister to the rest of the faith community for its edification and nurture?" It probes issues of baptism, living as faithful stewards, self-image and care, healthy friendships, sexuality and the influence of media.

Order from Augsburg Fortress at 800/328-4648; ISBN 6-0001-3309-X (\$14.95 plus shipping) or go to [www.augsburgfortress.org/store/](http://www.augsburgfortress.org/store/)

## Luther event on congregations

The 2002 Mid-Winter Convocation at Luther Seminary will focus on Congregation as Teaching and Learning Community. It will be held on Jan. 9-11, 2002, in St. Paul, Minn. The convocation will tackle the big question: How to live faithfully every day wherever we happen to be—work, home, school, community, church. This event is for all learners involved in congregational teaching ministries—pastors and laity, learners and educators. The cost for registrations before Dec. 1 are \$75 per person; after Dec. 1 they are \$125 per person. There are discounts for multiple registrations from the same congregation. For more

information call or e-mail Lynne Moratzka (651/641-3419, e-mail: [lmoratzk@luthersem.edu](mailto:lmoratzk@luthersem.edu)). Check the Web site for registration information, speaker biographies and a tentative schedule at [www.luthersem.edu/convo](http://www.luthersem.edu/convo)

## Get interfaith resources

The statement "Interfaith Relations and the Churches," issued by the National Council of the Churches of Christ in the U.S.A., has been reprinted in a special ELCA edition. It is available in single or multiple copies from the ELCA Department for Ecumenical Affairs for the cost of postage. The statement recounts the growth of religious pluralism in the United States and offers both theological and practical perspectives on the problems and opportunities it presents. It may also be downloaded from the ELCA Web site at [www.elca.org/ea/interfaith/InterfaithRelations.html](http://www.elca.org/ea/interfaith/InterfaithRelations.html)

The Department for Ecumenical Affairs has also reprinted the ELCA "Guidelines for Lutheran-Jewish Relations" (1998) in a new format that includes the historic "Declaration of the Evangelical Lutheran Church in America to the Jewish Community" (1994), which repudiated Luther's anti-Jewish views.

A resource packet on Christian-Jewish Relations containing study materials for congregational use is also available. To place an order, see [www.elca.org/ea/resources/lujwrsce.html](http://www.elca.org/ea/resources/lujwrsce.html) or call 800/638-3522, ext. 2610.

## Women's photo exhibit for loan

Need something special to enliven an event? The new exhibit, "Women in Mission," displayed at this summer's Global Mission Events, the Women's Leadership Roundtable and the Churchwide Assembly, is available for loan to congregations, synods and for special events.

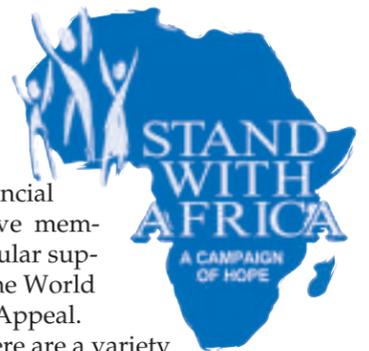
"Women in Mission" depicts both women missionaries' and indigenous women's evolution into leaders in their churches and communities. Photographs highlighting the importance of

women in mission work range from the historical to the contemporary. The exhibit was developed by the churchwide Archives in conjunction with the Division for Global Mission (DGM) and was supported by DGM and Aid Association for Lutherans.

The exhibit, consisting of two 10' x 9' units, comes packed in shipping crates and is easy to install. It is available for the cost of shipping. For more information, call the ELCA Archives at 847/690-9410 or e-mail [rhamilton@elca.org](mailto:rhamilton@elca.org)

## Ways to 'Stand With Africa'

Consider emphasizing the ELCA World Hunger Program's Stand With Africa campaign with The Lutheran Church—Missouri Synod and their common agency, Lutheran World Relief, in Advent, Christmas and Epiphany. This "Campaign of Hope" aims to support churches and communities in Africa with financial gifts above members' regular support of the World Hunger Appeal.



There are a variety of ideas and resources to help you in the Fall 2001 ELCA World Hunger Resources Packet. It was mailed to all congregations in September. To order another copy, call Augsburg Fortress at 800/328-4648 (ISBN #6-0001-3417-7). Included in the packet is a *Stand With Africa Guide for Congregations* with activities, including worship helps, and bulletin inserts.

There are also several new videos on Africa suitable for a variety of settings. Visit [www.elca.org/hunger/resources/videos.html](http://www.elca.org/hunger/resources/videos.html) for descriptions and ordering information.

Visit [www.elca.org/hunger/resources/AfricaRES.html](http://www.elca.org/hunger/resources/AfricaRES.html) for a listing of all ELCA-produced Stand With Africa resources or the campaign's Web site at [www.StandWithAfrica.org](http://www.StandWithAfrica.org) for more resources and stories of how Lutherans are helping in Africa, and updates on the campaign.

# Enjoy festive Christmas music from ELCA colleges

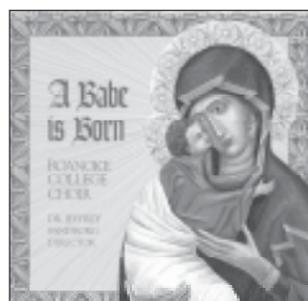
Are you dreaming of some new Christmas music? Here's a sampling of the fine offerings available from ELCA colleges and universities. The motivated alumnus can do further investigation by going to a specific school's Web site. Find direct links to all 28 ELCA colleges and universities by going to [www.elcacolleges.org](http://www.elcacolleges.org).

**Concordia College** in Moorhead, Minn., can help you celebrate the sounds and sights of the Christmas season. "Today Heaven Sings" (\$15) includes a variety of Christmas favorites recorded by the Concordia Choir. The full-color, hardbound book, *On Our Way Rejoicing* (\$39.95), features a behind-the-scenes look at the annual Concordia Christmas Concerts. They accept checks, VISA, and MasterCard. Shipping & handling \$3.50-4.50 (6.5% sales tax for Minnesota residents). Order before Dec 19 for Christmas delivery. Call 800/801-4564 or go to

[www.concordiarecordings.com](http://www.concordiarecordings.com) to order.

"One of America's great Christmas traditions," the **St. Olaf Christmas Festival** features five choirs, including the world renowned St. Olaf Choir and the magnificent St. Olaf Orchestra in its annual concert each year on the campus of St. Olaf College in Northfield, Minn. "One of ten Christmas events in the United States not to be missed," according to *The New York Times*. Recordings of the Christmas Festival are available through the St. Olaf bookstore at 888/232-6523 or online at [www.stolafrecords.com](http://www.stolafrecords.com)

**Wartburg College's** world-renowned musical groups offer "Wartburg Choir 2001," "Christmas with Wartburg 1998,"



"Christmas with Wartburg 2000" and "Ritterchor 2001" (college's men's choir). Cost is \$15 per CD, including postage and handling. Send check to: Advancement Office, Wartburg College, 100 Wartburg Blvd., Waverly, IA 50677. Order before Dec. 15 for Christmas delivery.

The **Roanoke College Choir** offers two CD recordings of Christmas music: the best-selling "A Babe is Born" and "Lit by a Star" (which was released in October). Each CD features a variety of familiar texts in new and traditional settings and will be a worthy addition to your Christmas collection. They also make great gifts! Send \$15 plus shipping and handling—\$3/one CD, \$4/two CDs—to Roanoke College Choir, Roanoke College, 221 College Lane, Salem, VA 24153.

## How to help busy families

The Winter 2001 issue of MOSAIC, the videomagazine of the ELCA, explores issues facing families today in three segments:

- The Family Juggling Act. With two jobs, school, sports and other activities, it's hard for families to find time to be together, let alone time for church.



- Finding Time: Congregations That Help. Instead of helping families balance their lives, congregations may add to the busyness. Bethel Lutheran Church in Rochester, Minn., has found ways to help its members balance their hectic lives.

- Our Busy Families: A Talk with the Experts. In this story MOSAIC talks with experts in the field of family ministry who share new ideas about ways your congregation can help busy families.

The Winter MOSAIC will be available December 1, but you can order now. Each tape contains three eight-minute segments and comes complete with a study guide and discussion questions. You can use MOSAIC in adult forums, confirmation classes or temple talks. MOSAIC is \$40 per year (\$12.50 per single issue). To subscribe, call 800/638-3522, ext. 6009; log on at [www.elca.org/co/mosaic](http://www.elca.org/co/mosaic) or e-mail [mosaic@elca.org](mailto:mosaic@elca.org)

## Opening your spiritual gifts

God has given each Christian two vitally important gifts. The first is the gift of faith in Jesus



Christ. The second is the gift of one or more special abilities, which are to be used for the purpose of unifying the body of Christ and for the work of God's Kingdom. These abilities are called spiritual gifts and they are received through our baptism. Like other presents, it is impossible to fully appreciate and make use of our spiritual gifts until they have been opened. One tool

designed to help individuals and congregations do just that is a spiritual gifts inventory entitled, "Opening Your Spiritual Gifts." This tool will help individuals and congregations begin to open their spiritual gifts through a three-fold process which includes Scripture review, self-assessment, and an exploration of where those gifts might be best applied. To order this resource call 800/328-4648, (ISBN 6-0000-2932-2) for \$1 each (order in multiples of 12) plus shipping and handling.

## LSM student gathering

All college and university students are invited to venture "Into the Desert" for the 2001 National Gathering for Lutheran University and College Students to "pray, listen and rejoice."

This year's gathering will be Dec. 28, 2001-Jan. 1, 2002 at the Pointe Hilton Tapatio Cliffs Resort in Phoenix, Az. Students will have the opportunity to participate in a day-long service project and cultural exchange on American Indian reservations in the area.

Come share the faith and celebrate the New Year with students from all over the country. For more information and registration materials contact Teresa Palumbo at 800/638-3522, ext. 2852, via e-mail at [lsmusa@elca.org](mailto:lsmusa@elca.org) or go to [www.lsm-usa.org](http://www.lsm-usa.org)

## New edition of Men's Bible

The new *Master Builders Bible for Men*, 2nd Edition, includes a 32 page supplement that will assist men in developing a dynamic men's ministry in your congregation. The Lutheran Men in Mission edition of the Serendipity Bible for small group and personal study will assist men in getting to know God, themselves and each other in a deeper way. With 20,000 study questions written into the text this Bible provides unlimited opportunities for Bible study. The *Master Builders Bible for Men* contains six, six-session courses for men, including topics on masculinity, accountability, discipleship, attitude adjustment, work and

issues men face. This New International Version Bible also features "felt need" courses, topical study courses and a three-year lectionary-based study course. The "felt need" courses include recovery, special needs, spirituality, marketplace issues, parenting, marriage and being single. To order, call 800/328-4648, ISBN 1-57494-152-6, \$15 plus shipping.

## Video on Ten Commandments

*The Ten Commandments: A Foundation for Life Today* is a video and study guide produced by Paraclete Press, and hosted by Walt Wangerin, Jr. In ten six-minute discussion starters, Wangerin shows how following each commandment helps and protects us in our modern-day lives. The discussion guide gives questions to encourage conversation after each segment is viewed. It could be used with high-school youth but would also be appropriate for young adult or adult study. It could also be used in catechetical studies.



Order from Paraclete Press at 800/451-5006, or go to their Web site at [www.paracletepress.com](http://www.paracletepress.com) ISBN 1-55725-282-3; \$69.95 plus shipping and handling.

## Budget help on the Web

In addition to calculating ELCA health plan contribution rates, church administrators and treasurers can now calculate total compensation on the Board of Pensions' Web site at [www.elcabop.org](http://www.elcabop.org) (look under resources and tools). The new total compensation calculator takes the total budget allotted for clergy or lay employees and separates it into defined compensation (annual base salary and reductions from salary for tax-sheltered annuities or reimbursement accounts) and contribution amounts (health and pension coverage). The total compensation calculator and the contribution amounts calculator include the option to calculate either 2001 or 2002 contribution rates for ELCA benefits coverage.

# Resources to help your congregation do advocacy

Advocacy is using your voice to speak on behalf of others. You can make a difference! Here are some resources to help you and your congregation do this:

- *Basic Principles of Advocacy Ministry* is a brochure that identifies the principles of faith-based advocacy. It also provides contact information for the ELCA advocacy ministries coordinated by the Division for Church in Society.

Copies are available free of charge by calling 800/638-3522, ext. 2996.

- Computers and advocacy: can they be best friends? The very positive answer to this question was one of the skills nearly 100 grassroots people took home to their congregations and communities this year. Equipping Advocates to Empower Others (EAEO) is the training



A participant in EAEO training at the Global Mission Event last summer in Selinsgrove, Pa.

how to expand their influence and equip their networks on behalf of others. Beginning at [www.loga.org](http://www.loga.org) participants learn methods of getting the word out about vital issues of justice and human need. If you are interested in becoming an EAEO

advocate, go to [www.loga.org](http://www.loga.org) or call 202/783-7507.

- The Lutheran Office for Governmental Affairs (LOGA) mailings. Through the Web, e-mail or postal mail you can receive information on current issues before the U.S. Congress. If you join the LOGA Listserv (go to [www.elca.org/it/list/listloga.html](http://www.elca.org/it/list/listloga.html)), you will receive Action Alerts, Back Grounders, and the information-packed newsletter *Legislative Update*. From the LOGA Web site ([www.loga.org](http://www.loga.org)), you can e-mail a letter directly to your Congressperson.

An "Advocacy Sampler"—a collection of materials to get you involved in advocacy, including skill building, discussion pamphlets on the roles of church and government, Bible study resource—can be found at [www.loga.org](http://www.loga.org) or requested from the LOGA office (122 C St. NW, Ste. 125, Washington, DC 20001; 202/83-7507).

# Find great resources on the ELCA Web site—and others

## Disaster resources

Because of the Web's ability to deliver information immediately and widely, it's the perfect place to get the latest information on major international and domestic disasters and how the ELCA is responding to them. After the Sept. 11 terrorist attacks in New York City and Washington, D.C., there was an outpouring of concern from ELCA members across the country who wanted to help survivors and do something with their members and in their communities. Many people turned to the ELCA Web site, where staff provided many more resources than normal for this extraordinary disaster.

The ELCA Domestic Disaster Response Web site at [www.elca.org/disaster](http://www.elca.org/disaster) provides information on how members can help with donations and resources for worship and helping children cope.

This site, which has a new design and added content, will have information within a day or two of new disasters that you can share with members to help them

understand how our church is helping survivors in the short and long term and how they can help. You can also go to this site for additional resources to help your congregation in responding, such as bulletin inserts and special offering envelopes.



and select from dozens of different programs and projects. After you've made your choice, follow the easy step-by-step instructions to use a credit card to make your online donation. You will receive an acknowledgment of your gift. You may make a gift in honor of or in memory of someone. Just print out the notification card to notify the person or next of kin of your gift.

Be sure to read the ELCA's privacy policy on this Web site. Your opportunity to make a difference in the lives of people around the world is only a click away.

## Presiding Bishop Hanson's Installation

The installation of ELCA Presiding Bishop Mark Hanson took place on Oct. 6. You can see video clips of this solemn and festive event at [www.elca.org/installation](http://www.elca.org/installation). You'll need to download RealPlayer, which is linked to the ELCA Web site to view this material, but it's well worth it.

## New online giving opportunity in the Giving Basket

Now that you've grown comfortable shopping online, why not consider making special contributions to your favorite ELCA churchwide ministries on the Web? Launched this fall, the ELCA's "Giving Basket" is a convenient place for contributing online donations for such projects as: ELCA World Hunger Appeal, ELCA International Disaster Response, Vision for Mission, Fund for Leaders in Mission, and many others.

Look for the "Giving Basket" graphic on the ELCA's home page: [www.elca.org](http://www.elca.org). Click

## Come to Men's Gathering in 2002

The Churchwide 2002 Lutheran Men's Gathering will be held at the Marriott Rivercenter Hotel in San Antonio, Texas, July 26-28. Make plans to attend now. The event will feature Tony Campolo, one of the

most sought after speakers in America today; Dick Hardel, executive director of the Youth and Family Institute at Augsburg College; Millard Fuller, founder and CEO of Habitat for Humanity; Dennis Mims, pastor of St. James Church in East Cleveland, Ohio; and Steve Sonderman, author of *How to Build a Life Changing Men's Ministry*.

Musicians will include Tony Melendez who, born without arms, has toured the world giving people hope through his singing and playing guitar with his feet, and Peter Mayer, who is the lead guitarist for Jimmy Buffett.

A six-minute promotional video is available, thanks to Aid Association for Lutherans. Call 800/638-3522, ext. 2566, or write [dhaugen@elca.org](mailto:dhaugen@elca.org) for more information.



## Try socially responsible investing

Serving on a congregation's or church-related institution's finance committee can be more than just keeping a checkbook and paying bills.

In such a capacity, you can also have a part in choosing for what type of future you and your congregation are saving.

In today's financial situation, some congregations and institutions find themselves with money to invest. It may come from an endowment or a capital campaign.

As part of the finance committee, you can show leadership by making sure the money is used in a way that is consistent with the rest of the life and work of the church. Here are three ways to get started:

**1** Where is the money kept? Most of us have moved past the point of hiding our money under the mattress. Some have it in banks, but others have moved it into the market.

If your funds have moved into the stock market, have you looked at the companies in which you have invested? One method of living out your faith is to screen in (or out) stocks that represent areas that stand for what we believe. Do you want to have your funds in companies that produce land mines, tobacco products, run sweat shops, or discriminate?

**2** What about the proxy ballots for the companies in which you own stock? One simple method of making a difference is to really read the proxy ballots

and vote, while keeping in mind your values. Often you are asked to vote for boards of directors for companies. Are these boards diverse in make-up?

Sometimes there are questions proposed by faith-based shareholders. Look at the issues before just checking a box or throwing it away.

**3** Have you considered investing your funds in something that benefits the community? There are many options. At the national level, look to the ELCA Mission Investment Fund, where your dollars can still earn you a return while at the same time you are working to further the mission of the church.

At the local level, look around your community. Is there a faith-based community loan fund or community development corporation that invests in your community? Invest your funds in something that works to assist people who live in poverty.

If you have questions or need additional resources, contact the office of Corporate Social Responsibility, a program of the ELCA Division for Church in Society, at 412/367-7575, or see [www.elca.org/dcs/corp.html](http://www.elca.org/dcs/corp.html)



## Help for treasurers on filling out the W-2 forms

Every year treasurers are required to furnish to the pastor and other employees a W-2. To correct a W-2 can be a real hassle, since to correct a W-2 means also correcting a W-3 and a Form 941. So it is to the treasurer's benefit to get it right the first time, and make sure the W-3 and Form 941 are in agreement. Here are some uncomplicated notes to help with that.

- First, make sure you include the proper Employer Identification Number and Social Security number with the proper spellings of names.
- Second, for a pastor's W-2, never fill in Boxes 3-6. Pastors are self-employed for Social Security and Medicare purposes. Boxes 3-6 reflect employee income and contributions. These boxes must be filled in for other employees, but not for the pastor. Some churches have an allowance for Social Security for the pastor. This

allowance must be included in Box 1. If the church withheld income tax and the Social Security tax obligation, all of these tax payments are included in Box 2. The pastor's income tax and Social Security tax obligations will be properly identified on the pastor's tax return using Schedule SE and Form 1040.

- Third, in some states the income subject to state income tax includes the housing allowance. If your pastor lives in one of these states, the amount in Box 1 does not include housing allowance, but the amount in Box 17 does include housing allowance.
- Fourth, if you do not have an accountable reimbursement plan for such business expenses as mileage, books, continuing education, etc., the total for these payments to any employee is included in Box 1. If you have an accountable reimbursement plan, none of these payments is included on the W-2.
- Fifth, if you called a pastor in 2001 and

paid moving expenses, some or all of these expenses may need to be included as income to the pastor.

Simply put, if the expense qualifies as a moving expense adjustment on a tax return and is reimbursed on an accountable basis, it is not income to the pastor. If the expense does not qualify as a moving expense adjustment to income or is not accounted for, it is income to the pastor.

- Sixth, if contributions are made to a 403(b) plan (which is similar to a 401(k) plan), this should be noted in Box 13 with code letter E.
- Finally, don't forget to put an "x" in Box 15 for the pension plan if the pastor or employee is part of a pension plan, and an "x" for deferred compensation if he/she is part of a 403(b) plan.

Simple, isn't it?

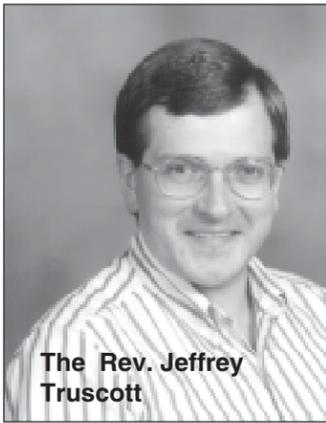
—Richard H. Goodlin is pastor at St. Stephen Lutheran Church in Baltimore and a tax preparer for Jackson-Hewitt.

# Missionary in Japan works to spread the Gospel

Living the faith is a challenge in a cosmopolitan and secularized country like Japan. Comprising less than 1 percent of the population, the Christian community constantly faces the need to make relevant the message of the Gospel. Lutherans comprise a vital community that works hard to spread the Good News of Jesus Christ to the people of Japan.

The 21,000-member Japan Evangelical Lutheran Church (JELC) may be small. But it continues the tradition of gathering the faithful for worship each Sunday through its more than 130 congregations. To help in this, pastors in Japan, like those all over the world, are trained in worship leadership and traditional theological disciplines.

The Rev. Jeffrey Truscott is serving in Japan as a missionary, teaching worship and liturgy at the Japan Lutheran College and Seminary in Tokyo. The school has a large undergraduate program in social work. But it is with the small theology program in the college and seminary that Truscott spends his time, training future pastors for the JELC and the Lutheran



The Rev. Jeffrey Truscott

Church Missouri Synod-related Japan Lutheran Church (who share the school).

Truscott arrived in Japan with very minimal Japanese language ability. "Much of my seminary teaching requires the presence of an interpreter," he says. "Last semester only two of my six seminary students could have understood me without

an interpreter." But his presence is valued even as he improves his Japanese and regularly leads worship in the chapel.

Like all missionaries, Truscott expresses the challenge of living in a different setting. "One of the greatest concerns I had about living in Japan was whether I would be able to adjust to a different culture," he states. "I have found, interestingly, that one has to try to like it. So I have 'dived right in,' as we might say." Thus he has found the time outside his teaching responsibilities to enjoy the food and visiting hot spring resorts.

As you prepare for Christmas and the various worship experiences that charac-

terize this time of year, remember Jeffrey Truscott and the church in Japan gathered in worship as part of the Prayer Ventures guide to daily prayer on Dec. 15.

**Yes, you can! Be a missionary.**

As churches around the world train leaders to participate in evangelism and church growth, they are increasingly able to provide their own pastors, theological educators, nurses and other core staff. In fact, many former "mission fields" now send missionaries of their own to other countries.

In certain situations, however, companion churches continue to request long-term missionaries. In 2002, for example, the ELCA Division for Global Mission is recruiting candidates to fill 12 long-term missionary positions. In addition to long-term mission personnel needs, the ELCA Division for Global Mission has many mission opportunities ranging from a few months to one or two years. Specifically needed are teachers, computer specialists, librarians, accountants, health care professionals, and business administrators.

Check out current mission service opportunities at [www.elca.org/dgm/mission](http://www.elca.org/dgm/mission) send e-mail to: [dgmSERVE@elca.org](mailto:dgmSERVE@elca.org) or phone the global recruitment desk at 800/638-3522, ext. 2648.

## Learn about Lutheran volunteer service opportunities

The Lutheran Volunteer Corps (LVC) commissioned the largest group of volunteers ever, 90 marvelous and dedicated people, on Sunday, August 26. In the group were 81 individuals starting their first year of service and nine volunteers staying on for a second year. President Christopher Thomforde of St. Olaf College preached the sermon at the celebration service at Luther Place Memorial Church, the founding congregation of LVC, in Washington, D.C.

The volunteers will work for social justice by giving one year of service in medical and legal clinics, housing agencies, advocacy organizations, schools, churches and other organizations.

They live simply in community, providing mutual support and exploring their spiritual lives together. As an urban ministry, volunteers live and work in diverse neighborhoods in Washington, D.C., Baltimore, Wilmington, Del., Chi-

cago, Milwaukee, the Twin Cities, and Seattle and Tacoma, Wash.

Members of congregations in LVC cities support the volunteers by providing transportation, housing and hospitality. Congregations can also help LVC by sharing information about the program with their members. Publicity materials, including a video, are available upon request; many of the over 1,000 LVC alumni are eager to tell their story.

There are three other Lutheran organizations that also offer year-long service opportunities:

- the Urban Servant Corps [www.servantcorps.org](http://www.servantcorps.org)
- the Border Servant Corps

[www.servantcorps.org/bsc.html](http://www.servantcorps.org/bsc.html) and

- the Lutheran Service Corps [www.lscmaha.org](http://www.lscmaha.org)

You can get a free brochure on all of these year-long volunteer opportunities by calling ELCA Resource Information Service at 800/638-3522.

To learn more about the Lutheran Volunteer Corps, call 202/387-3222, or go to [www.lvchome.org](http://www.lvchome.org)



### Prayers requested

On Dec. 3, Living Waters Lutheran Church, Sun Prairie, Wis., will celebrate its first anniversary as a full-fledged congregation of the ELCA. Pr. Jon Gerdt describes Sun Prairie as a blue-collar suburb of Madison, almost 50 percent unchurched.

Until the congregation moved into its own building in September, it had been worshipping in a Roman Catholic church on Sunday evenings. Gerdt said 167 people attended the first service in the new building. The congregation expects to go to two services before the year is out.

When you lift up Living Waters in your prayers, Pr. Gerdt asks to you remember the congregation's Alpha courses and small group ministries. He says, "That's where the transformation really happens." Living Waters is one of the new ministries launched by the ELCA Division for Outreach.

Prayer Ventures for December asks you to pray for the continued success of this thriving ministry.

### News you can use from *The Lutheran* magazine

Following the tragic events of Sept. 11, *The Lutheran* has scrapped its editorial calendar and will cover the terrorist attacks in New York and Washington, D.C. in its November issue. The magazine's report will focus on recovery efforts and the contributions being made by ELCA members and congregations.

"We hope to provide some perspective to help all of us deal with this horror," says David Miller, *The Lutheran* editor. "We plan to include a theological look at modern-day evil."

The magazine's staff also announced plans to cover the following topics in 2002: the dying process, raising children in a violent world, bad theology, peace and retaliation, believing in God in an age of science, addictions and spirituality, and others.

Rather than predetermine what topics might appear in each issue, Sonia Solomonson, managing editor, says the staff wants to remain

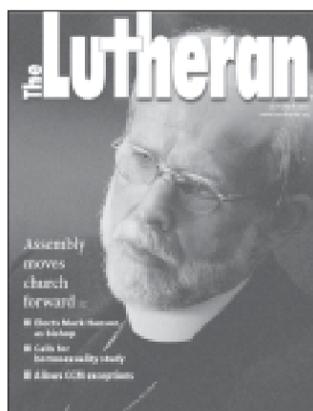
flexible, able to respond to the day's events and the expressed needs of readers.

"And don't forget," Solomonson adds, "the free study guides on our Web site [www.thelutheran.org](http://www.thelutheran.org) With questions related to selected articles in each issue, the study guides combine with our content to make *The Lutheran* a truly effective, economical adult education resource."

An increasing number of ELCA congregations are using the free, downloadable study guides with each issue of the magazine to spur discussions on faith and daily life in adult forums and Bible studies.

"The last Sunday of each month we call DTL Sunday; that stands for Discuss *The Lutheran*," reports Pastor Ross Worch of Peace Lutheran Church in Hollister, Mo. "We use our adult Sunday school class to discuss any and all articles that we found interesting, useful or controversial," said Worch.

Find out more about subscribing at the low group rate of only \$7.95 per subscription by calling Patrick Gibbons at 800/426-0115, ext. 140.



# Tips to share with families in the holiday season

**Alternatives for Simple Living is a World Hunger Appeal partner which publishes "Whose Birthday Is It, Anyway?" a booklet for family and small group discussion. Call 800/821-6153 to order.**

## One in an ongoing series on nurturing faith in different life situations.

Expectations are high around Christmas time. For those responsible for "creating Christmas," the thought of decking the halls, hitting the malls and making seasons bright can bring on a sudden surge of panic. Overburdening ourselves with activities, expenditures and expectations need not be a ritual of the season. If you feel yourself or your congregation going into overdrive for yet another "fa-la-la-la," perhaps it is time to hit your own "pause" button and attend to the anxious feelings and "too-long to-do lists" that often dominate our holiday seasons.

### Be realistic about activities

- If you are the caretaker of Christmas for your family, consider taking some time before the holiday season begins. In the quiet of a retreat center, your favorite coffee hang-out, or extended drive time, make a mental or written note of your wish list for a less hectic Christmas season. Ask yourself, "What is actually the reason for this season?" Then, ask God to create a right spirit in you as you share your thoughts with your family and encourage them to do the same.
- Choose your activities, events and commitments carefully. Be proactive in

expanding your options for gathering family and friends. After all, we go way into January before the Three Wise Men get to the manger!

- Involve your children in as much of the preparation as possible. Simpler food, decorations, and even home-made gifts make for a child-friendly, maybe even more family-friendly Christmas.
- Help children understand the real reason for this commercially cluttered season. Visit the Augsburg Fortress online store at [www.augsburgfortress.org/store](http://www.augsburgfortress.org/store) to scan a variety of helpful resources. You may also contact ELCA Resource and Information Service to receive a reproducible coloring book that can help young children put it all into perspective ( 800/638-3522).

### Be realistic about expenditures

- Give the gift of time. Wrap up a box with a note inside. Include tickets, coupons or a clue that announces the time and place of a future individual or family activity.
- Focus on the opportunities this season offers to promote giving rather than receiving. Consider giving members of your family a portion of the budget set aside for their gifts to use in performing secret random acts of kindness outside your family. Then, share stories about

these adventures in giving around your Christmas tree as you open your own gifts.

- Look for alternative ways to give that encourage and model giving. As a family, discuss possible projects where gifts are identified as contributions to organizations that help people with specific needs. Contact the ELCA World Hunger Appeal to order an "Alternative Giving Ideas" catalog 800/638-3522, ext. 2764.

### Be realistic about expectations

- Read Micah 6:8. Discuss ways your lifestyle can reflect the directives to "do justice, love kindness and walk humbly with your God."
- Nurture your family's basic needs for love, faith, peace and fulfillment as you worship, play and pray together, and resist our culture's message to express love through offerings of material abundance.
- Don't neglect congregational worship. Keep your center in prayer and singing.

—Barbara DeGrote-Sorensen is a teacher and author of several books on simplicity and lifestyle, including *Escaping the Family Time Trap*, available through Augsburg Fortress.



*Do you have faith in your financial decisions?*

All across the country, people are deciding that their life's goals should be more than just financial ones. A financial program that reflects your faith and values can give you a greater sense of accomplishment and fulfillment. We've been helping people link their faith, values and finances for more than 80 years. See your local Lutheran Brotherhood district representative, or visit [www.luthbro.com](http://www.luthbro.com).

Linking Faith, Values & Finances  
**LUTHERAN BROTHERHOOD**  
A Family of Financial Services • [www.luthbro.com](http://www.luthbro.com)

## Your will as a witness

You and your congregation are the caretakers of unique gifts—time, talents and the financial resources given to you by God. As individuals you can exercise stewardship of these gifts through the creation of a will that provides for people and ministries that are important to you.

A will is a way of planning for the protection of your family and the distribution of your assets. Your will also allows you to name guardians for your minor children and create trusts for the ongoing support of your spouse, children or other people and organizations.

Through your will you can also provide support for ministries of the church that have been important to you during your life. For more information on creating your will as witness, or to receive a Christian preamble, will workbook, or other resources, contact the ELCA Foundation at 800/638-3522, ext. 2970.

THE  
**ELCA**  
 FOUNDATION

## Did you see the Action Packet?

The contents of the November-December Action Packet include:

- 2002 Calendar of Emphases poster and devotional guide
- *Pericope Partners*
- Olan Mills directory postcard
- *Preserving Women's Leadership*
- Fund for Leaders in Mission flyer
- MIF flyer on construction loans
- *Program Committee on Education for Mission* brochure on Vietnam
- "Making Christ Known—Outreach To Go" flyer
- Prayer Ventures
- *Evangelism Connections 2002* events flyer
- Culture-Friendly Church conference information
- *Vital Congregations 2002* brochure
- *Procession* newsletter
- *Great Commission Congregations*