

Interim Ministry Resources

Chapter 6 Infrastructure

Contents 1

Reflections and Resources (2)

#	Page	Topic
1)	2	Counting the offering
2)	3	May one person serve the functions of both treasurer and financial secretary?
3)	3	Insurance
4)	4	Acceptance and acknowledgement of memorials and other gifts
5)	6	Congregations and the law
6)	7	Record keeping
7)	7	Church safety
8)	9	Violence in assembled gatherings
9)	13	Sexual Misconduct Prevention Program
10)	14	Identity Theft
11)	14	Combatting Fraud
12)	15	Medical emergencies during services of worship
13)	15	Disaster Preparedness
14)	16	Sound Systems
15)	18	Video Projection
16)	18	Information Technology
17)	22	Problem Solving
18)	22	Getting from here to there
19)	23	Backup, backup, backup...
20)	24	Pictorial Directories
21)	24	What about flags in the church?
22)	26	What about guns in the church?
23)	28	Should decorating be done by an individual or a group?
24)	28	Assistance to those in need
25)	29	Posters – hang or toss?
26)	29	Are all these bulletin inserts necessary?
27)	29	Keeping up appearances
28)	30	Remodeling the church kitchen
29)	30	Will a basketball court draw the kids to church?
30)	31	Church credit card
31)	32	Preschool and daycare
32)	34	Fraud and embezzlement at an early childhood learning center
33)	35	Get in good with the quilters
34)	35	Cemetery Association
35)	36	Church signs
36)	37	Fire extinguishers
37)	38	Snow plowing
38)	38	Being organized
39)	39	Details, details, details...
40)	41	The forest and the trees
41)	42	Office organization
42)	43	Looking for Pastor?
43)	43	Culling the files and cleaning the closets and other such matters
44)	44	Those literature displays
45)	44	Manage an electronic mail inbox and outbox
46)	46	Delete forever
47)	46	Balaam's Donkey
48)	47	Postal mail: circular file, can wait, urgent
49)	47	On being helpful
50)	48	Bats refuse to be banished
51)	48	Making things work
52)	49	Busy, busy, busy...
53)	50	Stuff fills up space
54)	50	Declutter
55)	53	Clergy taxes
55)	54	When to retire

Reflections and Resources

1) Counting the offering

In one congregation I served, the treasurer emptied the offering plates into a brown paper sack, stuffed the sack into his pocket, and took the money home to count. Congregation leadership resisted suggestions to improve the money counting practices. A few years later, I heard that a different treasurer was caught embezzling congregation funds.

Best Practices for Church Offerings

The days of carrying church offerings home in a paper bag hopefully are over, but just in case: Here are some helpful guidelines. The purpose of this procedure is to ensure that all receipts are properly recorded and protected from loss. The procedure assumes that there is both a financial secretary and a treasurer. The titles may vary, but the separation of responsibilities is an essential to fulfill the purpose of this procedure. There are many ways this model procedure can be adapted to individual church circumstances.

http://www.ctucc.org/resources/bestpractice_churchoffering.html

Images for Best Practices for Church Offerings

<http://www.stewardshipoflife.org/2016/03/best-practices-handling-church-offerings/>

<https://www.westohioumc.org/conference/best-practices-handling-church-offerings>

In another congregation I served, a teenage janitor was entrusted to pick up the offering after the Saturday evening service of worship. When suspicions arose, the local police recommended a surveillance camera, which caught the young man pocketing the cash. During the court proceedings, it came out that he was using the money to purchase illegal drugs. Counting the offering is better done following recommended procedures.

Resources

Best Practices for Church Financial Internal Controls

Because each church is different, and each denomination organization may have a unique set of standards, this article is designed to lay the groundwork for further discussion and definitions of proper financial management by your church.

The following system can be completed by fewer persons, depending on the resources of the church. Use this as a starting off point. You'll need to determine how much internal control is necessary for your church.

<http://www.churchmanagementsolutions.com/kb/KnowledgebaseArticle50270.aspx>

Images for Best Practices for Church Financial Internal Controls

https://www.presbyterianmission.org/wp-content/uploads/alfred_-_50_internal_control_practices_for_every_church.pdf #1

<https://www.freechurchaccounting.com/internalcontrols.html>

<https://www.churchlawandtax.com/topics/finance/internal-controls/>

http://www.presbyteryov.org/Documents/treasurers/best_financial_practices_for_churches.pdf

<https://www.kellerowens.com/wp-content/uploads/2015/12/Financial-Internal-Controls-in-Churches-A-Survey-Report-.pdf> Page 12

<https://core.ac.uk/download/pdf/58821477.pdf> [PDF] Internal Controls in the Area of Finance for Local Churches - Core

Images for Internal Controls in the Area of Finance for Local Churches

<https://nccumc.org/treasurer/files/internalcontrolsword.doc>

<https://www.nonprofitcpa.com/wp-content/uploads/2014/09/NACBA-CA-presentation-9-9-14.pdf>

<http://www.bscpa.com/cpe-presentations/Church%20Finance.pdf>

<https://www.lifeway.com/en/articles/church-accounting-financial-review-practices>

<http://www.cmalliance.org/resources/publications/finance-manual.pdf>

Page 15

How to Count the Offering: 12 Steps (with Pictures) - wikiHow

Counting the offering in church should be an organized and systematic process. Still, it should be simple.

<http://www.wikihow.com/Count-the-Offering>

http://www.ehow.com/how-does_5478592_procedures-counting-church-offerings.html

Images for procedures-counting-church-offerings

<https://www.ministrycpa.org/sites/default/files/file-uploads/Resources-OfferingProcedures.pdf>

Images for Offering Collection and Count Procedures

http://www.freechurchforms.com/offering_count_sheet.html

Images for Offering Count Sheet

<http://www.youtube.com/watch?v=wuboFGqXAi4> Offering count procedures - from Once Upon Internal Control - YouTube

<https://onceuponinternalcontrol.com/2011/05/18/cartoon-describing-dual-control-over-offering-count-in-local-church/>

Images for offering count procedures

<https://www.churchlawandtax.com/blog/2012/may/10-tips-for-counting-cash.html>

https://download.elca.org/ELCA%20Resource%20Repository/Financial_Best_Practices_for_Congregations_Presentation.pdf

Safeguarding offerings

Images for Financial Best Practices for Congregations Safeguarding offerings

http://www.fumer.org/uploads/1/2/1/0/12103795/fumer_financial_policies_proceedures.pdf SECTION 1: DUTIES &

RESPONSIBILITIES D. Counting Team

Q/A Perspective

Collecting donations and offerings is a weekly, sometimes daily, responsibility for many congregations — and a role that is regularly entrusted to volunteers with little oversight or direction. Unfortunately, theft happens more often than many congregations realize. Establishing a **secure collection and handling process for donations** is a simple way to protect one of your organization's most valuable assets. Risk Reporter spoke with Jack Cohn, treasurer for the Jacksonville Bible Church in Jacksonville, N.C., about the process they use to handle cash collections.

Church Mutual Insurance Company

Risk Reporter via email. Sign up at www.churchmutual.com/risk

A quarterly publication by Church Mutual Insurance Company. Winter. Vol.13. 2014 issue 1.

<https://www.churchmutual.com/media/riskreporter/pdfs/RRWinter2014.pdf>

<https://www.churchmutual.com/123/Risk-Reporter-for-Religious-Institutions>

<https://www.churchmutual.com/94/Risk-Reporter-Newsletter>

Images for Church Mutual Insurance Company Risk Reporter

Page 4

Safeguards for Handling Church Funds - Enrichment Journal – AG.org

Stewardship is a necessary sermon topic in our churches, but we must be diligent to see that the church practices good stewardship after the congregation has done its part. Pastors and leaders have a responsibility to properly manage funds given to the church. Careful money management establishes credibility with the church body as well as with those examining the finances of the church. Sloppiness in this area leads to mistakes and invites possible criminal activity.

http://enrichmentjournal.ag.org/199803/112_church_funds.cfm

Images for Safeguards for Handling Church Funds

<https://www.westohioumc.org/conference/best-practices-handling-church-offerings>

<http://www.hawaiiag.org/index.php/resources/handling-church-money>

<https://www.umcdiscipleship.org/resources/handling-money-in-the-church>

<https://smartchurchmanagement.com/example-church-cash-handling-policy/>

Images for church-cash-handling-policy

2) May one person serve the functions of both treasurer and financial secretary?

The recommended best practice is to avoid a conflict of interest by separating the positions and responsibilities.

Resources

Church Financial Review Guidelines - Christian Reformed Church

These are general guidelines that may be modified, or added-to, in order to fit the particular financial characteristics and circumstances of your church. Key issues that the guidelines attempt to evaluate are: 1) **Segregation of duties and functions**, 2) Oversight and control by council, 3) Accurate and timely financial reporting, for internal and external purposes and 4) Safeguarding of assets.

www.crcna.org/site/uploads/uploads/admintools/Reviewguide.doc

Images for Church Financial Review Guidelines - Christian Reformed Church - Segregation of duties and functions

Difference Between Treasurer and Financial Secretary | Treasurer vs Financial Secretary

The key *difference between treasurer and financial secretary* is that *treasurer* is the person responsible for running the treasury (the process of managing the *financial assets*) in an organization whereas *financial secretary* receives, records, and deposits the funds received by the company through business activity in a timely manner.

www.differencebetween.com/difference-between-treasurer-and-vs-financial-secretary/

Images for difference between church treasurer and Financial Secretary

http://www.answers.com/Q/Difference_between_financial_secretary_and_treasurer

<https://www.freechurchforms.com/job-descriptions.html>

Financial Best Practices for Congregations - ELCA Resource Repository

Separation of Financial Duties

https://download.elca.org/ELCA%20Resource%20Repository/Financial_Best_Practices_for_Congregations_Presentation.pdf

Images for Financial Best Practices for Congregations - ELCA Resource Repository Separation of Financial Duties

Financial Secretary - Discipleship Ministries | Equipping World

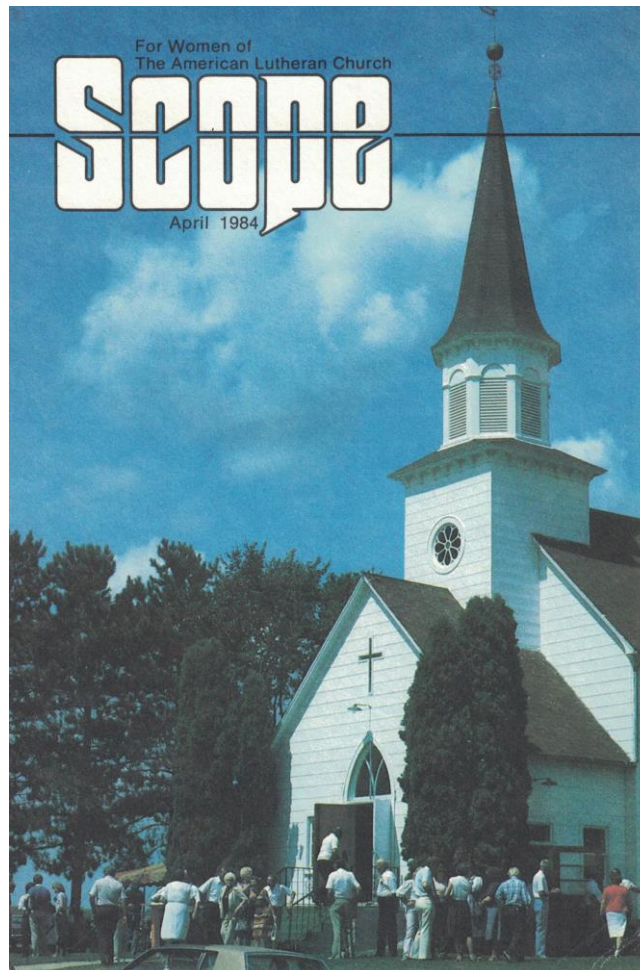
- The financial secretary and treasurer roles should be held by two people who are not immediate family members.

<https://www.umcdiscipleship.org/resources/financial-secretary>

Images for Financial Secretary - Discipleship Ministries

3) Insurance

I left the installed pastorate two-point parish to go into interim ministry starting 9/1/1990. The new installed pastor was scheduled to arrive from Canada the week after Easter in 1991. Lightning struck one of the churches, First Lutheran of Arland, on Easter evening, and the resulting fire destroyed the facility.



First Lutheran Church of Arland – Prairie Farm, Wisconsin
Photo by V. W. Beck taken at the 1983 Centennial Anniversary celebration.

The members debated telephoning the new pastor with the news fearful that he might turn the moving van around and head back to Canada. He came and stayed, and the congregation rebuilt the facility. Fortunately, the Congregation Council had seen to it to purchase good insurance. Using a modest design and volunteer labor, the congregation came through the project debt free.

[PDF]ELCA–Endorsed Insurance Program - ELCA Resource Repository

Church Mutual Insurance Company has been chosen by the Evangelical Lutheran Church in America (ELCA)-Endorsed Property and Liability Insurance Program because of our quality insurance protection and our enhanced customer service. No other company specializing in the protection of ministries offers Church Mutual's expertise, financial strength and record of outstanding customer service.

http://download.elca.org/ELCA%20Resource%20Repository/ELCA_Endorsed_Insurance_Program.pdf

[Images for ELCA–Endorsed Insurance Program - ELCA Resource Repository](https://www.elca.org/About/Churchwide/Office-of-the-Secretary/Risk-Management)

<https://www.elca.org/About/Churchwide/Office-of-the-Secretary/Risk-Management>

<https://www.elca.org/News-and-Events/7306> ELCA endorses Church Mutual Insurance Company - ELCA

http://download.elca.org/ELCA%20Resource%20Repository/Safety_Loss_Prevention_Materials.pdf

<https://metrodcelca.org/wp-content/uploads/2009/03/confcallinsuranceriskmgmt.pdf>

<http://www.gcsynod.org/congregations/churchmutualriskreporter/>

<http://www.lutheransnw.org/forms-documents> ELCA endorsed property and liability insurance - Church Mutual

https://www.churchmutual.com/media/pdf/ELCA_Endorsed_Prop_Liab_InsuranceProgram.pdf

<http://www.churchmutual.com/index.php/choice/coverage/page/intro/id/11>

https://www.churchmutual.com/index.php/choice/risk/page/rm_RiskReporter07/id/38

<https://www.churchmutual.com/59/Corporate-Logo>

[Images for church mutual insurance](#)

4) Acceptance and acknowledgement of memorials and other gifts

I was visiting a colleague in another state many years ago at his first call. When we went into the unfinished garage next to the parsonage, I noticed a small brass plate above the light switch indicating the donor of the electrical system for the garage. In another congregation, I walked into the pastor's study to see on my left a brass plate attached to one cabinet indicating the donor and a brass

plate on the cabinet on my right indicating another donor. Suffice it to say, I have seen my share of brass plates and other markers in church facilities down through the years.

Here's a question for the reader: "What if an individual or family wants to donate a certain item [let's say a neon cross on the steeple of an open country church] in memory of a loved one that leaders in the congregation might find objectionable?" Some may say, "You can't look a gift horse in the mouth," while others may say, "The congregation ought to be able to determine the appropriateness of gifts." One proactive way many congregations approach this matter is by drawing up a list of recommended projects or efforts for which people may designate memorials and other gifts.

Resources

[PDF] Acton Congregational Church Memorial Gift Fund Policy

In order to enable these gifts to further the work of the Church and honor the wishes of the donor, the Trustees have established the following gift policies effective January 1, 2011.

http://www.actonc.org/media/1/10/ACC%20%20Gift%20Fund%20Policy_amendedNov-12-2013.pdf

Images for Church Memorial Gift Fund Policy

http://www.faithinradcliff.org/home/140002120/140002426/docs/Memorial%20Policy.pdf?sec_id=140002426

<https://www.umcdiscipleship.org/resources/memorial-and-honor-giving> control gift selection

<http://www.oslc norge.org/resources/policies/memorial-fund-policy>

<http://plainfieldumc.com/wp-content/uploads/2012/11/Memorial-Policy.pdf>

www.wesleyfamily.org/clientimages/38960/giftpolicy.doc

<http://www.lebanonpc.org/policies/memorialfund.html>

<https://www.goodshepherddecorah.org/wp-content/uploads/2014/07/Good-Shepherds-Policy-for-Special-Gifts-and-Memorials.pdf>

http://www.aversboro.church/utilities/file_library/documents/Policy_Procedure_Manual/065-Memorial%20Gifts%20Policy.pdf

<https://messiahnetwork.org/wp-content/uploads/2014/08/Designated-Gifts-and-Memorials-Policy.pdf>

www.feautor.org/id/11926654758 ELCA Shared Resources - Memorial Gift Fund Policy - Feautor.org

<http://smartinschurch.org/wp-content/uploads/2016/12/Gifting-Policies-and-Guidelines.pdf>

<http://www.hslceldersburgmd.org/images/MemorialPolicy.pdf>

<https://www.htelc.org/give/Thanksgiving%20&%20Memorial%20Gift%20Brochure%20-%2012-4-15.pdf>

<http://www.memorialucc.org/endowment-fund-policy/>

<http://pitcherhillchurch.org/memorial-fund-policy/>

Amery Congregational UCC | memorial wish list

The Memorial Wish list is reviewed and updated each year for such help in assisting potential donors in making their contributions.

<http://www.ameryucc.org/#!memorial-wish-list/c1xw0>

Images for church memorial wish list

<https://lcef.org/organizing-churches-memorial-fund/> Make a List of Needed or Acceptable Memorials

http://synodresourcecenter.org/stew/memorials/ideas/0001/memorial_gifts.html

<https://www.stmarksumc.com/wish-list>

<https://www.chapellane.org/sharing-gods-love/within-our-church/gifts-and-memorials.html>

#1

http://www.stalbansva.org/About_Us/Memorial_Gifts/ Wish List

<http://standrewmundelein.com/ministries/giftmemorial-team> (Gift and Memorial Wish List)

<http://www.standrewcatholic.org/memorial-gifts>

Five Thoughts about Church Memorials - ThomRainer.com

So, what are the benefits or the problems associated with church memorials? Five thoughts come to mind.

<http://thomrainer.com/2015/02/11/five-thoughts-church-memorials/>

Images for Five Thoughts about Church Memorials - ThomRainer.com

<https://thomrainer.com/2019/03/seven-warnings-about-memorials-and-plaques-in-your-church/>

<https://thomrainer.com/autopsy/>

<http://thomrainer.com/2013/04/autopsy-of-a-deceased-church-11-things-i-learned/>

#3

<http://thomrainer.com/2015/10/overcoming-guest-barriers-in-the-church-rainer-on-leadership-165/>

#8

<https://www.mcusa.org/wp.../11/Autopsy-of-a-Deceased-Church.docx>

#10

https://en.wikipedia.org/wiki/Thom_S._Rainer

<https://www.churchcentral.com/ceditors/thom-rainer/>

https://twitter.com/ThomRainer?ref_src=twsrc%5Egoogle%7Ctwcamp%5Eserp%7Ctwgr%5Eauthor

<https://www.amazon.com/Thom-S.-Rainer/e/B001IGLMVG>

https://www.goodreads.com/author/list/27470.Thom_S_Rainer

Images for thom rainer (author)

Gifts & Memorials - Carbondale Unitarian Fellowship

In the Foyer of our Fellowship, prominently displayed, is a large book in which are recorded all the generous gifts and memorials given to our Fellowship since we moved into our beautiful new building in March of 2004.

<http://carbondaleuf.org/gifts-memorials/>

Images for Gifts & Memorials - Carbondale Unitarian Fellowship

<https://spiritofhopeumc.org/giving-2/gifts-and-memorials/>

<https://www.stmarksumc.com/gifts-memorials-bequests>
<http://www.bethany-umc.org/generosity/gifts-memorials>
<http://www.fumclindale.org/memorials-and-honorariums>

Memorials - Atkinson Congregational Church

We acknowledge gifts given to the church, and maintain a book of Memorial Gifts, permanently recorded in calligraphy by a church member.

<http://www.atkinsonccc.org/memorials.asp>
Images for acknowledge gifts given to the church
<http://www.snuuc.org/Memoriam.htm>
<https://www.classy.org/blog/15-creative-ways-to-thank-donors/>

[PDF] Thanksgiving & Memorial Gift Brochure - Holy Trinity Lutheran Church

In order to act faithfully and responsibly in planning for gifts, and to respond quickly when gifts are received, Holy Trinity has adopted a policy to guide us.

<http://www.htelc.org/give/Thanksgiving%20&%20Memorial%20Gift%20Brochure%20-%2011-13-14.pdf>
Images for Thanksgiving & Memorial Gift Brochure - Holy Trinity Lutheran Church
<http://www.clcaurora.org/wp-content/uploads/2015/08/Memorial.pdf> [PDF] Memorial Fund Brochure - Christ Lutheran Church
Images for Memorial Fund Brochure - Christ Lutheran Church
<http://pullmanpc.org/Banners/Funerals%20and%20Memorials.pdf>
http://www.fairfieldstmarks.com/hp_wordpress/wp-content/uploads/2017/10/Memorial-Fund-brochure.pdf
<http://mnumf.org/wp-content/uploads/2017/03/Memorial-and-Honor-Giving-Brochure-17.pdf>
https://stfrancisnewtonparish.com/wp-content/uploads/2014/02/2013-Memorial-Donation-or-Gift-to-St-Francis-of-Assisi_ENGLISH-Brochure.pdf
<https://calvarylutherangp.org/wp-content/uploads/Endowment-Fund.pdf>

[PDF] The United Church of Christ Gift Acceptance Policy - UCC Files

PURPOSE: The United Church of Christ (hereafter referred to as "UCC"), an IRC 501(c)(3) notfor-profit organization, solicits and accepts gifts for purposes that will help the UCC further fulfill its mission. This policy serves as an internal guide to the UCC and its Board of Directors and allows flexibility in treatment of gifts on a case-by-case basis.

<http://uccfiles.com/pdf/UCC-Gift-Acceptance-Policy.pdf>
Images for church gift acceptance policy
<http://www.cascadeumc.org/giving/legacy-foundation/acceptance-policy/>
Images for legacy-foundation/acceptance-policy
<https://www.councilofnonprofits.org/tools-resources/gift-acceptance-policies>
http://www.firstcongucc.org/Texts/pdf_files/Other/Gift_Acceptance_Policy.pdf
<https://crosstolight.com/gift-acceptance-policy/>
<https://wsuu.org/wp-content/uploads/2016/09/Gift-Acceptance-Policy-Final-05216.pdf>
<http://www.cfnh.org/StrengtheningNonprofits/PlannedGivingServices/GiftAcceptancePolicies.aspx>
Images for Planned Giving Services/Gift Acceptance Policies

5) Congregations and the law

Some congregations retain a lawyer to answer legal questions. The NW Synod of WI – ELCA retains a lawyer to consult, so I have on occasion submitted a question to the Assistant to the Bishop for Administration who in turn passes the question on to the lawyer. Many congregations have to figure out the answers to legal questions as they come along or consult a lawyer on a case-by-case basis.

Resources

Church Administration: Programs, Process, Purpose [Robert Bacher, Michael Cooper-White]

Chapter 12. Life under **Law**: Navigating Legal Issues in Ministry

<http://www.augsburgfortress.org/education/academic/churchadministration/thebook.jsp>
<http://store.fortresspress.com/store/product/2687/Church-Administration>
For discussion questions on this book go to www.augsburgfortress.org/education/academic/churchadministration/
<http://www.amazon.com/Church-Administration-Programs-Process-Purpose/dp/0800637429>

Images for Church Administration: Programs, Process, Purpose [Robert Bacher, Michael Cooper-White] Chapter 12. Life under Law: Navigating Legal Issues in Ministry

Church Law & Tax | Keeping your church safe, legal and financially sound

<http://www.churchlawandtax.com/>
Images for Church Law & Tax | Keeping your church safe, legal and financially sound

Legal - Evangelical Lutheran Church in America

<https://www.elca.org/en/Resources/Legal>
Images for Legal - Evangelical Lutheran Church in America
<https://www.elca.org/Resources/Legal#Employees>
<https://www.elca.org/Resources/Legal#Financial>

<https://www.elca.org/Resources/Legal#Miscellaneous>
<https://www.elca.org/Resources/Legal#Property>
<https://www.elca.org/Resources/Legal#Sexual>
<https://www.elca.org/Resources/Legal#Tax>

6) Record keeping

Church secretaries often ask about record keeping. I have referred them to the synod office and other church secretaries, who have proved to be helpful. Following are some other resources:

[PDF]Records Management - ELCA Resource Repository

Most of the records retained by a congregation for its daily operation, legal protection, financial security, and responsibility to history fit into one of the following categories. For the well-being of the congregation, each type of record has a specific life cycle and needs appropriate care.

http://download.elca.org/ELCA%20Resource%20Repository/Congregation_Retention_Schedule.pdf

Images for Records Management - ELCA Resource Repository

<https://www.elca.org/en/Resources/Office-of-the-Secretary>

<https://www.mnys.org/our-work/record-keeping-tips/>

Images for Record Keeping Tips

https://www.episcopalmaine.org/images/diocese/documents/2017/RecManManual_rev_07-25-2017.pdf

Images for Records Management for Congregations

http://www.naccsecure.org/CMSUploads/25_Records_Management_for_Local_Churches.pdf

Images for Records Management for Local Churches

http://s3.amazonaws.com/gcah.org/Resources/Guidelines_Publications/Local-ChurchSched-2017.pdf

http://www.sbhla.org/art_rec_mang.htm

<http://www.congregationallibrary.org/churches/records-management>

Images for Managing Church Records

<http://www.archspm.org/departments/archives-records-management/>

<https://www.elca.org/en/Resources/Office-of-the-Secretary>

<http://www.mcselca.org/congregation/admin/records/>

http://download.elca.org/ELCA%20Resource%20Repository/Attestation_of_Record_and_Financial_Requirements.pdf?_ga=1.172257383.537152160.1467910353

Images for Attestation of Record and Financial Requirements

<http://www.mcselca.org/congregation/admin/records/>

Images for Church Records Management

<https://ecww.org/about-the-diocese-of-olympia/departments/archives/archives-services/> Archives and Records Management Assistance

<https://ecww.org/wp-content/uploads/2015/07/Archives-and-Records-Management-for-Congregations.pdf>

<http://www.ecww.org/wp-content/uploads/2015/07/Records-Management-Program-Policies-and-Procedures-Manual-rev.-May-2017.pdf>

Images for Archives and Records Management

<https://resources.ecww.org/sites/default/files/resources/E10%20Archives%20and%20Records%20Management.pdf>

7) Church safety

A set of keys is one of the first things issued to an interim pastor to gain entrance to a church facility and to lock up upon exit. Churches were left open at one time so that people could come and go. Occasionally I serve a congregation, usually in a village or open country, that continues the practice, but for most churches, not anymore. Church safety has become an increasingly important issue.

Resources

Church Safety and Security: A Practical Guide [Robert M. Cirtin, John M. Edie, Dennis K. Lewis]

The church has always been regarded as a safe haven - a spiritual sanctuary where people can come to worship God free from worries about violence or unethical behavior by those involved in church ministry. But our culture is changing, and church leaders can no longer assume that it won't happen in my church. Like the rest of society, churches need to ensure the safety and security of their facility, staff, and worshippers.

This book provides a wealth of practical information on preparing for and responding to the challenges of a dangerous world. Robert Cirtin draws on more than two decades of law enforcement and investigative experience, and with his team of professionals outlines a how-to approach full of specific proactive steps churches can take to protect themselves and reduce the risk of costly lawsuits. *Church Safety and Security* is a must-have resource for anyone participating in or preparing for church leadership.

<http://www.amazon.com/Church-Safety-Security-Practical-Guide/dp/0788023411>

<https://books.google.com/books?isbn=0788023411>

https://books.google.com/books/about/Church_Safety_and_Security.html?id=GSk9ar9FqbgC

<http://www.familychristian.com/church-safety-and-security-a-practical-guide.html>

<http://www.americanauthorsassociation.com/Book%20Review-Church%20Safety%20and%20Security%20-%20Cirtin.htm>

<http://www.newfaithtoday.com/item/robert-m-cirtin/church-safety-and-security-a-practical-guide/147060.html>

<http://studyexamtips.com/Church-Safety-and-Security-A-Practical-Guide-Robert-M-Cirtin-free-pdf-download/online-e-books/192344>

<http://www.lifeandleadership.com/book-summaries/cirtin-church-safety-and-security.html>
http://www.2shared.com/document/ETNVVWVI/Church_Safety_and_Security_-_A.html
<http://conservativeread.com/tis-the-season-to-increase-church-security/>
<https://www.youtube.com/watch?v=zv9k1kEsSxs> Church Safety and Security: A Practical Guide Audio Book – YouTube
<https://us.corwin.com/en-us/nam/consultant/dennis-k-lewis>
<https://us.sagepub.com/en-us/nam/author/dennis-k-lewis>
<https://twitter.com/keepschoolsafe>
http://www.edu-safe.org/about_us
 Images for Robert M. Cirtin, author
 Images for John M. Edie, author church safety and security
 Images for Dennis K. Lewis, author church safety and security
 Images for Church Safety and Security: A Practical Guide [Robert M. Cirtin, John M. Edie, Dennis K. Lewis]

Church Safety and Security - Brotherhood Mutual

From medical episodes to severe weather and security issues, it's critical to have a plan for protecting your people during emergency situations.

<https://www.brotherhoodmutual.com/resources/church-security/>
 Images for Church Safety and Security – Brotherhood Mutual
<https://www.brotherhoodmutual.com/resources/church-security/church-security-resources/>

KEEPING YOUR CHURCH SAFE [Ron Aguiar]

When church leaders fail to provide for the well-being and protection of everyone involved in congregational programs, they are derelict in their duty to shepherd and protect the flock. A conscientious and well run safety program gives a sense of security and comfort to those who attend and helps provide an atmosphere where worship, fellowship, edification and service can take place without incident. *Keeping Your Church Safe* is a practical blueprint for churches covering all aspects of church security and safety for staff, premises and members. It's a well-outlined, easy-to-follow guide in establishing an effective security program for congregations of all sizes. "Given the uncertain times in which we live and increasing threats to our churches, Ron has written a practical, thorough, easy-to-read book that should be a textbook for any church. More importantly, he loves the Lord and His church and has dedicated his life to making sure Christ is exalted in the best and safest way possible." Bob Russell (retired) Senior Minister Southeast Christian Church Louisville, Kentucky "Addressing topics rarely discussed but realistic, this book is an excellent guide for church administrators, security managers, board chairpersons, volunteers or anyone serious about protecting our places of worship. It has been written as a result of years invested in "front line" experience. It contains the insight of a safety manager, site security chief, dignitary protection administrator and a special event commander, all in one." Major Bill Weedman (retired) Commander of Special Operations and Event Management Louisville Metro Police Department Ron Aguiar has been at Southeast Christian Church for 10 years as Director of Safety & Security, with an additional 10 years spent in public law enforcement and private security. Ron is a sought-after speaker, consultant to churches, para-church organizations and public law enforcement agencies. Contact Information:

churchsafetyandsecurity@gmail.com

<http://www.amazon.com/KEEPING-YOUR-CHURCH-SAFE-Aguiar/dp/1606473328>
<http://astore.amazon.com/interimmini06-20/detail/1606473328>
<https://www.goodreads.com/book/show/7047856-keeping-your-church-safe>
<http://www.christianheadlines.com/news/is-your-church-a-safe-church-11601179.html>
http://books.google.com/books/about/Keeping_Your_Church_Safe.html?id=-ECiCih8zcAC
<http://www.kybaptist.org/safe-church-initiative.1681?>
<http://www.christianheadlines.com/news/is-your-church-a-safe-church-11601179.html>
<http://www.lifeway.com/leadership/2017/03/03/51q-158-church-security-with-ron-aguiar/>
<http://stores.gospeladvocate.com/keeping-your-church-safe-by-ron-aguiar/>
<http://www.gospelcenteredfamily.com/blog/12-things-to-consider-when-a-sex-offender-wants-to-come-to-church>
<https://www.linkedin.com/in/ron-aguiar-1612734>
 Images for Ron Aguiar, author
 Images for KEEPING YOUR CHURCH SAFE [Ron Aguiar]

Serving by Safeguarding Your Church [Robert H. Welch, Paul E. Engle]

For: •Individual use •Group training Includes diagrams, checklists, and resource lists Church ought to be the safest place on earth. Here's how to fulfill that goal in practical ways, from developing a security structure and team, to assessing interior and exterior building security, training ushers and greeters to be sensitive to security, forming an emergency reaction team, establishing financial accountability, and much more. *Serving by Safeguarding Your Church* takes you through the ins and outs of •Building for Security •Organizing for Security •Taking Actions to Improve Security •Dealing with Keys, Alarms, and Security Systems Zondervan Practical Ministry Guides provide you with simple, practical insights for serving in today's churches. Written by experienced pastors and church workers, these easy-to-read, to-the-point booklets address the fundamentals of different ministries as practiced effectively in real life. You'll find biblical insight and wise, field-tested advice you can apply today, as well as discussion questions to help you think through and integrate what you read.

This practical guide enables church deacons, trustees, and other lay and ordained leaders to evaluate the current security status of their church to encourage improved protection of buildings and people.

<http://www.amazon.com/Serving-Safeguarding-Church-Robert-Welch/dp/0310241057>

<http://astore.amazon.com/interimini06-20/detail/0310241057>
http://www.goodreads.com/book/show/1304885.Serving_by_Safeguarding_Your_Church
<http://www.zondervan.com/serving-by-safeguarding-your-church>
<https://books.google.com/books?isbn=0310833388>
http://books.google.com/books/about/Serving_by_Safeguarding_Your_Church.html?id=kmx60N4vT_oC
<https://www.amazon.com/Robert-H.-Welch/e/B001IXNT6K>
 Images for robert h. welch (author)
<http://bakerpublishinggroup.com/authors/paul-e-engle/111>
https://www.amazon.com/s?ie=UTF8&page=1&rh=n%3A283155%2Cp_27%3APaul%20E.%20Engle
http://www.goodreads.com/author/show/665909.Paul_E_Engle
 Images for Paul E. Engle, author
http://www.goodreads.com/author/show/665909.Paul_E_Engle
 Images for Serving by Safeguarding Your Church [Robert H. Welch, Paul E. Engle]

Staying safe in church - Living Lutheran

“We have an ethical, moral and biblical imperative to care for the flock *and* care for those who come to worship,” said Glenn Beard, director of the [Lower Susquehanna Synod](http://www.livingsynod.org/)’s Lutheran Disaster Response Task Force.

<https://www.livinglutheran.org/2018/06/staying-safe-in-church/>
 Images for Staying safe in church - Living Lutheran
<https://www.livinglutheran.org/contact-us/>
<https://www.livinglutheran.org/issues/>

8) Violence in assembled gatherings

The chief of police invited the clergy to a joint teacher in-service and law enforcement seminar entitled “Why Teens Kill” at the high school auditorium. The speaker was **PHIL CHALMERS | “AMERICA’S LEADING AUTHORITY ON JUVENILE HOMICIDE AND JUVENILE MASS MURDER”**. He helped me to get inside the mind of teen killers and to see how the larger society is promoting violence. In addition, he warned that captive audiences in schools, churches, malls, and the like are targets. An initial thought is that such shootings cannot happen in churches. Almost as soon as I thought that thought, I remembered the shooting in the Mother Emmanuel African Methodist Episcopal Church in Charleston, South Carolina in which nine people were killed.

Inside the Mind of a Teen Killer [Phil Chalmers]

Phil Chalmers has spent more than a decade visiting high security prisons to interview young offenders. His mission is to attempt to answer the questions we all are asking:

Why do the crimes continue to happen?

What sends these kids over the edge?

Could we have seen these crimes coming and stopped them?

How can we keep our own kids safe?



<http://www.amazon.com/Inside-Mind-Teen-Killer-Chalmers/dp/1595559779>
<https://www.goodreads.com/book/show/5415410-inside-the-mind-of-a-teen-killer>
<https://www.barnesandnoble.com/w/inside-the-mind-of-a-teen-killer-phil-chalmers/1100325534>
<http://www.thomasnelson.com/inside-the-mind-of-a-teen-killer>
<https://books.google.com/books?isbn=1418575658>
https://books.google.com/books/about/Inside_the_Mind_of_a_Teen_Killer.html?id=WYDQwDvXz9MC
<http://www.philchalmers.com/>
<http://www.newsweek.com/2014/07/25/phil-chalmers-says-hes-americas-leading-juvenile-homicide-expert-258874.html>
<https://www.youtube.com/watch?v=9OsBZL2e79k> Phil Chalmers' TRUE LIES Assembly - "Bullying" - YouTube
<https://www.youtube.com/watch?v=CR58sgX4W6k> Crime Watch Daily: Expert on Psychology of Teen Killers, School Shooters
<https://www.youtube.com/watch?v=3iZvyaRBur8> Phil on Fox Boston – YouTube
<https://www.youtube.com/watch?v=oGZsZDsPe5E> School shootings-Bullying can KILL- Phil Chalmer's explains- TRUE LIES
<https://www.youtube.com/watch?v=ktULgm6lsbq> Predator Traps & staying out of Danger- Phil Chalmers DVD - TRUE LIES
<https://www.youtube.com/watch?v=ktbILgYv0E> 2 True Lies Assembly Afternoon 10/18/12 – YouTube
<https://www.youtube.com/watch?v=ps1AbR5xRBQ> Phil Chalmers on Fox and Friends, Fox News Network – YouTube
 Images for Phil Chalmers - YouTube
<https://backwardmessages.wordpress.com/2011/08/18/interview-teen-killer-expert-phil-chalmers/>
<http://www.newsweek.com/2014/07/25/phil-chalmers-says-hes-americas-leading-juvenile-homicide-expert-258874.html>
http://www.newsandtribune.com/news/local_news/seminar-goes-inside-the-minds-of-teen-killers-in-jeffersonville/article_d01ad494-b05b-592a-965f-e9b469cc84cd.html
<http://www.heraldtribune.com/news/20180114/bradenton-author-rewriting-book-on-serial-killers>
<https://thefedagency.com/philchalmers/>
<https://philchalmers.com/>

<http://www.therobinsonagency.com/pages.asp?pageid=44335>
<https://www.hccfl.edu/media/120179/inside%20the%20mind%20of%20a%20teen%20killer.pdf>
http://philchalmers.com/media/downloads/poster_solo.pdf
https://www.njpacoop.org/files/1314/9635/0541/Phil_Chalmers_PressKit_Bio_Brochure_LR.pdf
<https://www.facebook.com/PhilChalmersTV/>
<https://www.amazon.com/Phil-Chalmers/e/B0024JEFZ6>
http://www.goodreads.com/author/show/723555.Phil_Chalmers
[Images for Phil Chalmers \(crime expert\)](#)
[Images for Inside the Mind of a Teen Killer \[Phil Chalmers\]](#)

Resources

Church Security: How Do We Keep Our Churches Safe in a World Where Evil Is Present?

As we think through how to keep our people safe, we remember that our hope is secure in God. / ED STETZER
<https://www.christianitytoday.com/edstetzer/2017/november/church-security-how-do-we-keep-our-people-safe-in-world-whe.html>
[Images for Church Security: How Do We Keep Our Churches Safe in a World Where Evil Is Present?](#)
<http://www.cnn.com/2017/11/06/opinions/how-christians-should-respond-to-texas-shooting-stetzer-opinion/index.html>
<https://www.christianitytoday.com/ct/archives/>
<https://www.christianitytoday.com/news/archives/>

Church Security Recommendations - Speak Up Movement

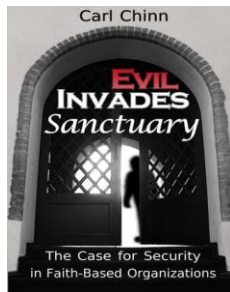
Security is becoming increasingly important for churches. From acts of violence and vandalism to disruption of church services, there has been a steady uptick in security threats to churches across the country. That's why it is important for every church to plan ahead and think carefully about security. There are resources on the web such as the National Organization of Church Security and Safety Management that can help a church develop a plan from ground up, if need be.
<http://www.speakupmovement.org/church/content/userfiles/church%20security.pdf>
[Images for Church Security Recommendations - Speak Up Movement](#)
<http://www.nocssm.org/>
<https://www.facebook.com/NOCSSM>
[Images for Church Security Recommendations](#)

ELCA leaders express grief over shooting in South Carolina- ELCA

CHICAGO (ELCA) – The Rev. Elizabeth A. Eaton, presiding bishop of the Evangelical Lutheran Church in America (ELCA), released a statement June 18 in response to a shooting where nine people were killed at a historic African American church in Charleston, S.C. Local authorities are calling the killing racially motivated. “It has been a long season of disquiet in our country. From Ferguson to Baltimore, simmering racial tensions have boiled over into violence. But this ... the fatal shooting of nine African Americans in a church is a stark, raw manifestation of the sin that is racism,” said Eaton. Two of the victims – the Rev. Clementa Pinckney and the Rev. Daniel Simmons of Mother Emanuel African Methodist Episcopal Church in Charleston – were graduates of the Lutheran Theological Southern Seminary, an institution of Lenoir-Rhyne University in Hickory, N.C. The Columbia, S.C.-based seminary is one of eight ELCA seminaries; Lenoir-Rhyne is one of 26 ELCA colleges and universities. “The suspected shooter is a member of an ELCA congregation. All of a sudden and for all of us, this is an intensely personal tragedy. One of our own is alleged to have shot and killed two who adopted us as their own,” said Eaton.
<http://www.elca.org/News-and-Events/7753>
[Images for ELCA leaders express grief over shooting in South Carolina- ELCA](#)
http://download.elca.org/ELCA%20Resource%20Repository/long_season_of_disquiet_letter.pdf#.sthash.NeCE2WrO.dpuf
<https://scsynod.com/news/a-letter-from-bishop-yoos-in-response-to-the-recent-shootings/>
https://en.wikipedia.org/wiki/Charleston_church_shooting

Evil Invades Sanctuary: The Case for Security in Faith-Based Organizations [Carl Chinn]

While some consider the need for security in religious organizations, little gets done until somebody gets hurt. *Evil in Sanctuary* confirms the need for intentional safety and security in houses of worship and other faith-based organizations. Though chapter 4 provides sound guidance on setting up a faith-based safety / security operation, *Evil Invades Sanctuary* is not a how-to church security book. It is the case for security in faith-based organizations. It tells the story of deadly force incidents in those environments in such a way to help others (especially law enforcement, civilian security operators and organizational leadership) understand what goes on inside such a scene. It also tells how less volatile issues have impacted those organizations. The lessons learned from those incidents form the base message of the book; that faith-based organizations must increase their awareness of (and preparation for) the accidental, criminal, or environmental hazards capable of compromising their primary purpose. Active shooters, mass killers, workplace violence, domestic violence and other deadly encounters affect not only schools, theaters and malls but churches as well. All such sites are captive concentrations of typically unprepared victims. *Evil in Sanctuary* is a wake-up call for any mass assembly of people, especially faith-based settings. The book motivates readiness and prepares safety minded professionals to state the case clearly to their leadership, peers and community. Evil has invaded sanctuary, and will do so again.



<http://www.amazon.com/Evil-Invades-Sanctuary-Carl-Chinn/dp/0615657885>
<http://astore.amazon.com/interimmini06-20/detail/0615657885>
<http://www.goodreads.com/book/show/21453992-evil-invades-sanctuary>
<http://www.carlchinn.com/>
<http://www.buckeyefirearms.org/book-review-evil-invades-sanctuary-case-security-faith-based-organizations>
<http://www.thecrimereport.org/news/crime-and-justice-news/2013-03-mn-churches-bolster-security>
<http://www.securityatchurch.com/2013/01/breaking-news-carl-chinns-evil-invades.html>
<https://www.youtube.com/watch?v=yf4UfOKmZKc> CARL CHINN INTERVIEW - YouTube
<https://www.linkedin.com/pub/carl-chinn/18/88b/25a>
<https://www.amazon.com/Carl-Chinn/e/B00AZK34EE>
https://www.goodreads.com/author/show/189437.Carl_Chinn
 Images for Carl Chinn, author the case for security
 Images for Evil Invades Sanctuary: The Case for Security in Faith-Based Organizations [Carl Chinn]

How to stop violence in places of worship | MinnPost

Only by knowing their congregation personally can church personnel identify what looks out of place and interrupt potential violence.

<https://www.minnpost.com/community-voices/2017/11/how-stop-violence-places-worship>
https://www.huffingtonpost.com/entry/active-shooter-training_us_5a00b366e4b0baea2633eee8
https://www.justnet.org/resources/Houses_of_Worship.html

How Your Church Should Prepare for an Active Shooter – ThomRainer.com

Active shooters are a harsh reality of church life today.

<http://thomrainer.com/2017/11/church-prepare-active-shooter/>
 Images for thom rainer on active shooter
 Images for Church Prepare for an Active Shooter
<http://thomrainer.com/2017/11/first-baptist-church-sutherland-springs-texas/>
<https://thomrainer.com/2018/01/new-normal-church-security/>

Keeping Religious Institutions Secure by Jennie-Leigh McLamb MS in security management (Author)

This text provides valuable information on security principles and best practices for protecting any religious institution's people and property.

Keeping Religious Institutions Secure explores the unique vulnerabilities that churches, synagogues, and mosques face in regard to security, making them attractive to criminals who see them as easy targets.

The text illustrates why all places of worship should think about security and the types of breaches that can drive people away. The book focuses on the most frequent security concerns experienced by houses of worship, including embezzlement, vandalism, assault, hate crime, and in rare cases, an active shooter-and how to help prevent them from occurring.

Beginning with an overview of the basic security concepts and principles that can enhance the security of any religious facility, it then delves deeply into the particular security concerns of houses of worship, including the use of volunteers, protecting religious leaders, ensuring safety for children and teens, interacting with local law enforcement, handling the media, and much more.

<http://www.amazon.com/Religious-Institutions-Jennie-Leigh-security-management/dp/012801346X>
<http://www.b-alexander.com/keeping-religious-institutions-secure.pdf>
<http://store.elsevier.com/Keeping-Religious-Institutions-Secure/JennieLeigh-McLamb/isbn-9780128013465/>
http://www.huffingtonpost.com/john-a-atures/how-churches-can-protect_b_7928630.html
<https://books.google.com/books?isbn=0128014881>
 Images for Keeping Religious Institutions Secure by Jennie-Leigh McLamb MS in security management (Author)

Ministry of Defense: Executive Protection for the Ministry [Mr. Pablo Birriel]

This book is a guide into setting up security for places of worship. It provides sound protection doctrine that is currently used by the elite security forces of this world while providing information specific to the protection of a ministry.

<http://www.amazon.com/Ministry-Of-Defense-Executive-Protection/dp/0980246008>
<http://astore.amazon.com/interimmini06-20/detail/0980246008>
<http://www.barnesandnoble.com/w/ministry-of-defense-pablo-birriel/1112280092>
<https://www.linkedin.com/in/pablo-birriel-8984b737>

<https://www.personaldefensenetwork.com/article/the-ministry-of-defense-protecting-houses-of-worship/>
<https://www.facebook.com/pablo.birriel>
<https://www.linkedin.com/in/pablo-birriel-8984b737>
<https://www.youtube.com/watch?v=duicrx246cl> Masters Hall of Fame World News Interview of Minister Pablo Birriel – YouTube
http://www.goodreads.com/author/show/1425424.Pablo_Birriel
Images for Pablo Birriel, author
[Images for Ministry of Defense: Executive Protection for the Ministry \[Mr. Pablo Birriel\]](#)

Pastors rethink security in wake of church shooting – USA Today

Pastors across the country are re-evaluating the safety of their churches after Wednesday night's fatal shooting of nine people at a Bible study at a historic black church in Charleston, S.C.
<http://www.usatoday.com/story/news/nation/2015/06/19/church-security-charleston-shooting/28970407/>
Images for Pastors rethink security in wake of church shooting - USA Today
<https://www.ithacajournal.com/story/news/nation/2015/06/19/church-security-charleston-shooting/28970407/>

Preparing for an Active Shooter at Church | Worship Facilities

It's vital that churches have a protocol in place for keeping their congregation safe in the event of an active shooter. Hear from church leaders who share their methods in developing a strategic safety and security plan.
<https://www.worshipfacilities.com/security/preparing-active-shooter-church>
Images for Prepare for an Active Shooter at Church
http://www.pcsda.org/wp-content/uploads/2017/11/BRO_ActiveShooterSafetyKit_NADENG_110717.pdf
<https://www.agfinancial.org/blog/creating-active-shooter-policy-church/>
<http://www.fox13news.com/news/local-news/expert-suggests-churches-train-for-active-shooters>
<https://www.dhs.gov/active-shooter-preparedness>
<https://www.ready.gov/active-shooter>
https://www.standard.net/news/local/police-pastors-host-active-shooter-training-for-local-churches/article_e91f97eb-fb19-58f0-9fa6-bf009378009b.html
Images for police-pastors-host-active-shooter-training-for-local-churches
<https://okcfox.com/news/local/how-are-churches-preparing-for-the-potential-of-an-active-shooter>
<https://www.necn.com/news/new-england/-New-Hampshire-Churches-Active-Shooter-Training-479091743.html>
https://www.huffingtonpost.com/entry/active-shooter-training_us_5a00b366e4b0baea2633eee8
<https://abc11.com/fayetteville-churches-prepare-for-active-shooter-scenarios/2738878/>
Images for churches-prepare-for-active-shooter-scenarios
<https://www.alicetraining.com/>

Protecting Your Church from Crime and Violence - The Aquila Report

The tragedy that took place at the First Baptist Church in Maryville, Ill on March 8, 2009 reminds us that gun violence, though infrequent, remains a reality churches must be prepared to face. While there is little that can be done to predict and prevent the actions of a determined gunman, there are some practical steps all churches can take to ensure that they know how to respond in the event of the unthinkable.
<http://theaquilareport.com/protecting-your-church-from-crime-and-violence/>
<https://www.theaquilareport.com/tag/church-security/>
Images for Protecting Your Church from Crime
<https://store.churchlawandtax.com/protecting-your-church-from-crime-violence/>
<http://christiannewswire.com/news/515569679.html>

Tips offered for increasing security in church facilities – Baptist Standard

Henderson advises every church, whether small or large, to have in place a security survey, completely outlining all known security issues, addressing possible solutions and detailing a plan for the future.
http://www.baptiststandard.com/1999/10_27/pages/security.html
Images for increasing security in church facilities

What They Don't Tell You About Church Safety [Bryan Donihue]

On December 10, 2007, there was a horrific mass murder at a Colorado-based youth missions training center and the church that funded that center. On that fateful Sunday morning at Youth with a Mission and New Life Church, a man with a grudge set out to kill as many people as possible. In total, he succeeded in killing four people and wounding several. His rampage was only stopped by a volunteer at New Life Church who happened to be on the church's security team. Because she was armed, that security person was able to defend the church and stop a mass murderer. If she and her companions weren't there, the body count would likely have been higher in this 10,000+ member mega-church. There are many books about church security available. Those books contain great information about crimes in the church and making the church more secure. With everything from parking lot lighting to safe selection, and grounds keeping to internal cameras, those books are designed to teach churches how to do corporate security. All of them include emergency planning and all of them treat the church as any other business when it comes to security. This is NOT one of those books. Instead, Bryan looks at church safety from a different perspective - as a ministry of the church. Bryan started the Safety Team Ministry at Frontline Community Church in Grand Rapids, Michigan from scratch. With only some published materials available and a background in corporate security

and police work, Bryan created the typical church security team with typical struggles and issues. After much heartache and even more prayer, Bryan believed that church security was the wrong direction. Bryan realized that the missing ingredient was MINISTRY, and the culture of the corporate security practices and standards played a major role in the shortfall. This book is about the struggle and process of creating a church safety ministry. Instead of being rehashing corporate security concepts, this book focuses on what others don't tell you. Topics include: hiring for personality, working with the church board, working with other ministries, and having the right tools and mindset to be a ministry. The final chapter is a step-by-step guide to starting a church safety ministry in your own church. This book also includes links to valuable resources, including documentation for a church safety team, other websites for information, and other recommended books. This book is written for anyone who is interested in starting a safety ministry at their church, anyone who currently leads a safety ministry, and church staff and pastors who are interested in what church safety should be all about. This book is designed to open up a conversation about modern day church safety, and hopefully offer some insights to the process.

<http://www.amazon.com/What-They-About-Church-Safety/dp/0692216340>

<http://www.goodreads.com/book/show/24967908-what-they-don-t-tell-you-about-church-safety>

<http://www.sheepdogdev.com/author/admin/>

http://www.goodreads.com/author/show/7213777.Kathryn_Gerard

<https://www.linkedin.com/in/bryandonihue>

<https://www.smashwords.com/profile/view/bdonihue>

<https://www.amazon.com/Bryan-Donihue/e/B00LXG6C7A>

http://www.goodreads.com/author/show/8276586.Bryan_Donihue

Images for Bryan Donihue, author church safety

Images for What They Don't Tell You About Church Safety [Bryan Donihue]

[PDF] What to do when violence strikes - Church Mutual Insurance

Tragedies such as these seem unthinkable, but they are occurring in schools, businesses, and places of worship with increasing frequency. Predicting when and where these events will occur is nearly impossible. However, it is possible to take steps to prevent and prepare for an emergency.

<https://www.churchmutual.com/media/riskreporter/pdfs/RRSummer2007.pdf>

<https://www.churchmutual.com/media/safetyResources/files/crime.pdf>

<https://www.churchmutual.com/98/Safety-Resources>

Images for churchmutual/Safety-Resources

<https://pk.linkedin.com/company/church-mutual-insurance-company>

http://download.elca.org/ELCA%20Resource%20Repository/Security_Procedures.pdf

Images for ELCA Repository/Security Procedures

9) Sexual Misconduct Prevention Program

A congregation switched insurance companies. The new agent sent a loss control summary page after making a survey. He included the following in his report:

The following serious hazards need to be corrected as soon as possible:

In an effort to prevent the physical, mental and emotional harm of children/youth and vulnerable adults resulting from sexual molestation, a sexual misconduct prevent program should be developed. Your written program should include, but not be limited to the following: (choose all or some of the elements that apply)

Policies on nursery safety (if a nursery is present at your facility)

Child and youth protection policies

Volunteer or Paid Staff Application

Employee and volunteer background screening

Two non-related adults at all child/youth sponsored activities

Written procedures for handling sexual misconduct allegations

Plans to supervise a registered sex offender, if they become known

This program should be reviewed by an attorney familiar with laws relating to this subject before the program is implemented.

Date Completed: _____

The insurance company provided resources for developing policies:

[DOC] Child/Youth Protection Policies - Grinnell Mutual

[file:///C:/Users/Owner/Downloads/Child%20and%20Youth%20Protection%20Program\(75%20or%20fewer\)%20-18.pdf](file:///C:/Users/Owner/Downloads/Child%20and%20Youth%20Protection%20Program(75%20or%20fewer)%20-18.pdf)

Images for Child/Youth Protection Policies - Grinnell Mutual

House of Worship Background Check - Grinnell Mutual

[file:///C:/Users/Owner/Downloads/Background-Screenings-%20HOW%20\(6411\)%20-18%20\(2\).pdf](file:///C:/Users/Owner/Downloads/Background-Screenings-%20HOW%20(6411)%20-18%20(2).pdf)

Images for House of Worship Background Check - Grinnell Mutual

[DOC]HOW Employee and Volunteer Background Screening - Grinnell Mutual
<file:///C:/Users/Owner/Downloads/Employee%20and%20Volunteer%20Background%20Screening%202-18.pdf>
Images for HOW Employee and Volunteer Background Screening - Grinnell Mutual

[PDF]Nursery Safety 2808 HW Nursery (01-18) - Grinnell Mutual
<file:///C:/Users/Owner/Downloads/Nursery-Safety%202-18.pdf>
Images for Nursery Safety 2808 HW Nursery (01-18) - Grinnell Mutual

10) Identity Theft

Jennie Childs, Community Engagement Coordinator, Thrivent presented a workshop on identity theft at a 3/16/2013 Northwest Synod of Wisconsin Walking Together Congregational Resource Event.

Identity Theft: It can happen to anyone, anywhere, at any time

Walking Together

A Congregational Resource Event

Jennie Childs, Community Engagement Coordinator, Thrivent

During this educational workshop, participants learn how identity theft can occur, tips to protect themselves, and steps to take if identity theft happens. Page 5

http://www.nwswi.org/webfiles/fnitools/documents/program_book_3.16.13.pdf

Images for Identity Theft: It can happen to anyone, anywhere, at any time

<https://www.linkedin.com/in/jennie-childs-a1ab4a9>

<https://www.thrivent.com/privacy-and-security/identity-theft-protection.html>

Images for privacy-and-security/identity-theft-protection

<https://www.thrivent.com/offers/identity-theft.html>

<https://www.thrivent.com/posts/be-wise-with-money/worried-about-your-identity.html>

<https://www.thrivent.com/posts/be-wise-with-money/dont-let-identity-theft-haunt-you-this-fall.html>

Images for be-wise-with-money/dont-let-identity-theft-haunt-you-this-fall

<https://www.thrivent.com/money-matters/> IDENTITY THEFT

Images for thrivent/money-matters/ IDENTITY THEFT

Resources

Identity-theft prevention steps | The Lutheran

- Keep your password confidential, don't share it with others and don't write it down and "hide it" at your desk. Never log someone else into your account or use another person's username and password.
- Don't store highly confidential data on your computer hard drive. If your machine is stolen, the data is stolen too.
- Don't keep any confidential data on a laptop. Laptop theft is one of the more common ways sensitive data is stolen.
- Social Security numbers should never be used as unique identifiers. Purge all Social Security numbers from data files and systems, except when absolutely necessary.
- Never set your browser to remember your username and passwords for Web sites.
- Don't store credit card numbers on your hard drive.
- Store backup CDs or disks in a locked secure spot.
- Never send confidential data via e-mail.
- Don't let printouts with confidential data sit on the office printer. Pick them up immediately.
- Make sure you properly dispose (shred) all paper documents that contain confidential data.

Source: Information and Instructional Technologies Department, [St. Olaf College](#), Northfield, Minn.

http://www.thelutheran.org/article/article.cfm?article_id=6421

Images for Identity-theft prevention steps | The Lutheran

<https://www.livinglutheran.org/issues/>

<https://www.livinglutheran.org/contact-us/>

Preventing Identity Theft at Church | Managing Your Church

What church leaders can do to protect sensitive information.

<https://www.churchlawandtax.com/blog/2011/november/preventing-identity-theft-at-church.html>

Images for Preventing Identity Theft at Church

<https://www.churchmutual.com/117/Valuable-tips-to-protect-your-identity>

<https://www.brotherhoodmutual.com/resources/safety-library/risk-management-articles/administrative-staff-and-finance/documents-and-data/protect-ministry-data-and-computers/>

<https://www.crosswalk.com/blogs/david-burchett/preventing-christian-identity-theft-11604539.html>

Images for preventing christian identity theft

11) Combatting Fraud

I received a statement from the Small Business Administration dated 10/15/20 with a PRESENT PRINCIPAL BALANCE of 9400.00.

THIS IS A REMINDER THAT BEGINNING 08/02/21 A PAYMENT OF \$46.00 WILL BE DUE ON YOUR SBA DISASTER LOAN

***** THIS IS NOT A BILL *****

Your loan is in deferment status. No payment amount is currently due, however, interest is accruing on the payment you have received. You may voluntarily make a payment(s) which will reduce the amount of interest that will accrue before your payments are scheduled to begin. Use the attached coupon and return envelope to make a voluntary payment. If you have questions, please call 800 659-2955.

I called the number to state that I had not applied for such a loan nor had I received a payment. The representative replied, "Unfortunately fraud happens all too often." She suggested contacting the Office of Inspector General, so I filed a complaint with the **Office of Inspector General - Small Business Administration**.

The statement was originally sent to the address of a congregation previously served, which forwarded it to me. I contacted the church office, and the secretary wrote that no one had contacted them about such a loan. The treasurer wrote that he saw the statement and assumed I had applied for a loan and asked the church office to forward it to me.

I used the return envelope to send the coupon back to the Small Business Administration with a note that I had not applied for the loan nor received payment. I asked that no further statements be sent.

Resources

An Avalanche of Fraud Buried a Small-Business Relief Program

The amount stolen from the program, if it's ever tallied, will almost certainly be measured in the billions of dollars. But that's only part of the cost. Many legitimate applicants were denied grants because scammers got the money first. And identity thieves pocketing loan proceeds left an unknown number of Americans saddled with bogus debts.

<https://www.bloomberg.com/news/features/2020-10-29/small-business-administration-10-000-grant-fraud-went-viral-hurting-program>

Images for An Avalanche of Fraud Buried a Small-Business Relief Program

Disaster Loan Assistance loans from Small Business Administration available to churches

The U.S. Small Business Administration's COVID-19 Economic Injury Disaster Loans will be available to churches and ministries. The loans provide another category of assistance that initially had seemed to be unavailable to churches... Applicants for a loan in response to COVID-19 from an SBA Economic Injury Disaster Loan can request an advance of up to \$10,000 that is to be issued within three days of application. Funds can be used for sick leave due to COVID-19, maintaining payroll to retain employees during economic interruption, rent, mortgage payments and other limited obligations. These funds do not have to be repaid, even if the loan requested is denied, effectively making the initial \$10,000 a grant.

Apr 1, 2020

<https://www.guidestone.org/NewsRoom/NewsReleases/2020/2020-04-01-Disaster-Loan-Assistance-loans-from-Small-Business-Administration-available-to-churches#:~:text=The%20U.S.%20Small%20Business%20Administration's,available%20to%20churches%20and%20ministries.&ext=Applicants%20for%20a%20loan%20in,within%20three%20days%20of%20application>

Images for Disaster Loan Assistance loans from Small Business Administration available to churches

SBA Programs - Scams and Fraud Alerts

The Office of Inspector General recognizes that we are facing unprecedented times and is alerting the public about potential fraud schemes related to economic stimulus programs offered by the U.S. Small Business Administration in response to the Novel Coronavirus Pandemic (COVID-19). The Coronavirus Aid, Relief, and Economic Security Act (CARES Act), the largest financial assistance bill to date, includes provisions to help small businesses. Fraudsters have already begun targeting small business owners during these economically difficult times. Be on the lookout for grant fraud, loan fraud, and phishing.

<https://www.sba.gov/document/report-sba-programs-scams-fraud-alerts>

Images for SBA Programs Fraud Alerts

12) Medical emergencies during services of worship

I participated in a training session at one congregation for doing CPR and operating a defibrillator. Because the training took place several years ago, I cannot remember the particulars, but it did increase my awareness about responding to medical emergencies during services of worship.

Resources

CPR Steps | Perform CPR | American Red Cross

Push hard, push fast. Place your hands, one on top of the other, in the middle of the chest. Deliver rescue breaths. With the person's head tilted back slightly and the chin lifted, pinch the nose shut and place your mouth over the person's mouth to make a complete seal. Continue *CPR steps*.

www.redcross.org/take-a-class/cpr/performing-cpr/cpr-steps

Images for CPR Steps | Perform CPR | American Red Cross

Defibrillation - Wikipedia

Defibrillation is a treatment for life-threatening [cardiac dysrhythmias](#), specifically [ventricular fibrillation](#) (VF) and [non-perfusing ventricular tachycardia](#) (VT).^{[1][2]} A defibrillator delivers a dose of [electric current](#) (often called a countershock) to the [heart](#).

This depolarizes a large amount of the heart muscle, ending the dysrhythmia. Subsequently, the body's natural pacemaker in the sinoatrial node of the heart is able to re-establish normal sinus rhythm.^[3]
<https://en.wikipedia.org/wiki/Defibrillation>
Images for Defibrillation

On a less complicated level, I recall at one open country church, there were smelling salts behind the altar in case somebody in the bridal party at a wedding needed to be aroused. That procedure I am confident I could handle.

Smelling salts - Wikipedia

Smelling salts, also known as ammonia inhalants, spirit of hartshorn or sal volatile, are chemical compounds often used to arouse consciousness.

https://en.wikipedia.org/wiki/Smelling_salts
Images for smelling salts

13) Disaster Preparedness

I watched with shock the unprecedented natural disasters of hurricanes, tropical storms, wild fires, and earthquakes in 2017 and breathed a sigh of relief that natural disasters of this scope did not come through Northwest Wisconsin. What can congregations do to prepare themselves for natural disasters?

Resources

[PDF] Disaster Preparedness and Response Plan - Amazon Web Services

When it comes to Disaster Response Plans, no claim is made that "one size fits all." It needs to be adapted to your uniqueness, your style, your needs. It must be made acceptable to your congregation. It is a starting point, not the ending point. Use as much (or as little) as you feel is appropriate. This generic plan is not the only way, it is not "the right way," it is just one way.

http://calnevada.s3.amazonaws.com/F7BCF89A92084CBDB67FC4533F702108_GenericDisasterPlan_2012.pdf

Images for Disaster Preparedness and Response Plan

<https://www.pinterest.com/siphidaho/emergency-disaster-preparedness/>

<https://www.pinterest.com/preparedwives/emergency-preparedness-disaster-planning/>

<https://www.pinterest.com/cdcgov/preparedness/>

Images for disaster preparedness on pinterest

<https://www.shutterstock.com/search/emergency+preparedness>

<https://www.shutterstock.com/search/disaster+preparedness>

Images for shutterstock/disaster+preparedness

Emergency Preparedness for Churches – XPastor®

Nobody likes to think a disaster or act of violence could happen to them. Maybe you've never even considered that it might happen to your church. Disasters or acts of violence are difficult to foresee and prevent. Having a preparedness plan in place, along with regular review and training, may help mitigate some of the potential injury, death and property damage that can occur.

<https://www.xpastor.org/operations/facility-policy/emergency-preparedness-for-churches/>

Images for Emergency Preparedness for Churches

<https://smartchurchmanagement.com/church-emergency-preparedness/>

<https://www.episcopalrelief.org/what-we-do/us-disaster-program/us-disaster-program-preparedness-resources>

How Churches Can Prepare for Disasters | CT Pastors

Recent events underscore the importance of emergency preparedness.

<http://www.christianitytoday.com/pastors/2013/may-online-only/how-churches-can-prepare-for-disasters.html>

Images for How Churches Can Prepare for Disasters | CT Pastors

<https://factsand Trends.net/2017/09/06/bracing-impact-prepare-church-natural-disaster/>

<https://www.sharefaith.com/blog/2018/09/5-things-churches-need-to-do-during-natural-disasters/>

<https://www.umnews.org/en/news/help-for-churches-in-preparing-for-disaster>

<http://sbtexas.com/am-site/media/dreadychurch-church-disaster-prep-manual.pdf>

https://iavoad.communityos.org/cms/system/files/Local_Planning_Guide_WJKSTHR.pdf

<https://worldrenew.net/prepare-disasters>

https://download.elca.org/ELCA%20Resource%20Repository/Congregational_Disaster_Preparedness_Guide_Lutheran_Disaster_Response.pdf

Images for Congregational_Disaster_Preparedness_Guide_Lutheran_Disaster_Response

<https://alban.org/archive/disaster-preparedness-and-response-for-clergy-and-congregations/>

Images for Disaster Preparedness and Response for Clergy and Congregations

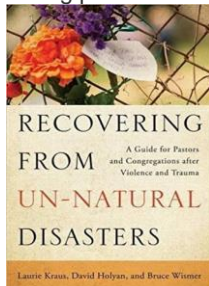
https://pda.pcusa.org/site_media/media/uploads/pda/pdfs/preparetocare2009.pdf

Now, there are un-natural disasters for which to prepare also.

Recovering from Un-Natural Disasters: A Guide for Pastors and Congregations after Violence and Trauma by Laurie Kraus (Author), David Holyan (Author), Bruce Wismer(Author)

Recovering from Un-Natural Disasters is a must-read handbook for pastors and church leaders of communities who could or perhaps already have experienced an un-natural disaster, such as gun violence, suicides, or sexual abuse.

Unlike natural disasters, un-natural disasters deal with the concept of sin and require a different recovery strategy. In this book, readers will explore the four phases of human-caused disaster Devastation and Heroism, Disillusionment, Reforming, and Wisdom and receive step-by-step suggestions to use with their faith community during the recovery process. Example worship resources, including prayers, music suggestions, and sermons that are appropriate to use during periods of trauma and recovery, are included.



<https://www.amazon.com/Recovering-Natural-Disasters-Congregations-Violence/dp/0664262155>

<https://www.wjkbooks.com/Products/0664262155/recovering-from-unnatural-disasters.aspx>

<https://www.christianbook.com/recovering-natural-disasters-pastors-congregations-violence/laurie-kraus/9780664262150/pd/262155>

<http://pres-outlook.org/2017/07/recovering-un-natural-disasters-guide-pastors-congregations-violence-trauma/>

<http://presbypeacefellowship.org/resources/recovering-un-natural-disasters-guide-pastors-and-congregations-after-violence-trauma#.WmOb5ainGUk>

<https://imnedu.org/preparing-for-and-recovering-from-un-natural-disasters-by-the-rev-martin-homan/>

<https://www.ucrdstore.ca/grief-and-healing/recovering-from-un-natural-disasters-a-guide-for-pastors-and-congregations-after-violence-and-trauma.html>

<https://pda.pcusa.org/pda/resource/recovering-from-un-natural-disasters/>

<https://www.wjkbooks.com/Author/Default.aspx?AuthorId=34902>

Images for Laurie Kraus (Author)

Images for *Recovering from Un-Natural Disasters*: by Laurie Kraus (Author), David Holyan (Author), Bruce Wismer(Author)

14) Sound Systems

A member came up to me before the service of worship on my 5th Sunday at the church and reminded me to shut off my portable microphone before I got into the pulpit as the two microphones reverberated. Later that week, another member suggested to me that I step back from the pulpit microphone 4 inches, because the sound was too loud when I spoke directly into the stationary microphone. I also struggled with the portable microphone headset. I muttered under my breath that I'd take a stationary microphone any day. Through the years and the different churches, I've made numerous adjustments in working with sound systems.

Resources

How to Get the Best Church Sound System - Sharefaith

Churches need good sound systems. It's as simple as that. The church is about [proclaiming the truth](#) of Jesus Christ. That simple goal requires some practical action: making sure that people hear clearly the truth that is proclaimed. [Sharefaith's goal](#) is to help churches achieve excellence and clarity in their communication. We want to explain how to get the best audio system for your church and [where to get it](#).

<http://www.sharefaith.com/blog/2010/11/church-sound-system/>

Images for How to Get the Best Church Sound System - Sharefaith

<http://www.proacousticsusa.com/complete-sound-systems/church-sound-systems.html>

<http://www.proacousticsusa.com/complete-sound-systems/church-sound-systems/small-church-sound-systems.html>

<https://www.sweetwater.com/insync/best-sound-systems-churches/>

<https://www.ccisolutions.com/StoreFront/category/church-sound-systems>

<http://bentonelectronics.com/church-sound-systems/>

<https://www.youtube.com/watch?v=0zOdrimBBd4> Church Sound System | Church Sound Equipment | Choir Sound System |

record and playback your event - YouTube

<https://www.jdbssound.com/>

<https://bobkilpatrick.files.wordpress.com/2013/06/churchsoundbook.pdf>

<http://www.learnchurchsound.com/articles/>

How to Set Up a Church Sound System | Pro Acoustics USA

Pastors, how do you know what questions to ask when purchasing a church sound system? In this post, we intend to document the important questions to begin asking yourself to help your sound system designers build a PA system to meet your needs. The greatest misunderstanding is that great sound has to cost a lot. High quality sound can be achieved in a relatively cost-effective way. Here at Pro Acoustics, we build sound systems all the time for the church on a strict budget.

<http://www.proacousticsusa.com/blog/2012/03/how-to-set-up-a-church-sound-system/>
 Images for How to Set Up a Church Sound System | Pro Acoustics USA
<https://classroom.synonym.com/how-to-set-up-a-church-sound-system-12079724.html>
<https://www.youtube.com/watch?v=cMb2BuObAxM> How To Setup A Sound System | DIY | Basic Sound Setup | SMALL CHURCH MEDIA
<https://www.youtube.com/watch?v=ZGGDtqWWzOs> sound system setup in a church - YouTube
<https://www.youtube.com/watch?v=42v53bA52CA> How To Set Up Your Church P.A. System Correctly - www.AcousticFields.com
<http://www.seaindia.in/blog/india/how-to-setup-church-sound-system/>
<https://excelavgroup.com/sound-systems/>
https://excelavgroup.com/sound-systems/?_vsrefid=adwords&qclid=Cj0KCQjwuHdBRcVARIsAELQRQH0anag4441qZ0XgMFaMBg_3y5iyOpyKq9XScUVVkdF0YO5VjITvIaAo8uEALw_wcB Church Sound System Set Up
<http://bentonelectronics.com/church-sound-systems/>
https://www.prosoundweb.com/channels/church/install_your_own_church_sound_system_heres_some_cautionary_tales/

The Checklist: Solutions for Fixing Church Sound System Problems

A handy overview of common problems that can crop up with church sound systems and easy ways to address them. Following is a list of some common sound problems and several ways to solve them. At least a few of these might seem obvious, but we've all made simple mistakes like not flipping a switch. If the advice given here doesn't work, determine which device is a fault, then obtain help from tech support at the manufacturer or contact a qualified audio professional.

http://www.prosoundweb.com/article/the_checklist_solutions_for_fixing_church_sound_system_problems/
 Images for The Checklist: Solutions for Fixing Church Sound System Problems
<https://www.prosoundweb.com/channels/church/under-control-three-common-problems-with-church-sound-systems-what-to-do-about-them/3/>
<https://churchleaders.com/worship/worship-articles/143785-top-ten-church-sound-problems.html>
<https://www.controlbooth.com/threads/church-sound-system-problems.2156/>
<https://www.instructables.com/id/Audio-Problems/>
<https://excelavgroup.com/post-6-2/> Good sound in your church, how to fix sound problems | Excel AV Group
<https://www.youtube.com/watch?v=nDVkFpwQoB0> T3 - Fix the Mix: Church Audio Problem Solutions - YouTube

35 best Church Sound images on Pinterest

<https://www.pinterest.com/justduit2/church-sound/>
 Images for Church Sound on Pinterest
<https://www.pinterest.com/thermoseeker/church-sound-booth/>
<https://www.pinterest.com/kidsmommy2912/church-sound-booth/>

Upgrading Your Church's Audio System: Five Tips from a Church Tech – Shure Blog

Josh Isenhardt is a freelance audio engineer and consultant for church technical ministries. Having sat through many a budget discussion, we knew he'd have some sound opinions about building a solid system to share with our readers. This is what he had to say.

<http://blog.shure.com/shure-notes/upgrading-your-churchs-audio-system-five-tips-from-a-church-tech/>
 Images for Upgrading Your Church's Audio System: Five Tips from a Church Tech – Shure Blog
https://www.prosoundweb.com/channels/church/church_sound_to_upgrade_systems_technology_or_not/
https://www.prosoundweb.com/channels/church/church_sound_files_how_do_you_know_when_its_the_right_time_to_upgrade_a_sys/
<https://www.worshipfacilities.com/archive/5-reasons-update-church-s-sound-system>
<https://churchsoundtips.com/8-reasons-upgrade-church-sound-system/>
<https://hughsaudiovideo.com/church-sound-system-upgrade/>
 Images for church sound system upgrade
<https://www.worshiphousemedia.com/church-media-blog/production/6-things-to-consider-when-upgrading-your-sound-system/>
<https://nearsay.com/c/231228/167397/upgrading-your-churchs-sound-system>
https://church.design/cover_stories/getting-a-handle-on-audio-upgrades_1/
<https://www.ccisolutions.com/StoreFront/category/upgrade-church-sound-video-lighting-system>
 Images for upgrade church sound system

15) Video Projection

More congregations are moving towards projection. What does a pastor need to know?

Resources

How to Choose the Right Church Projector | Projector People

Church Projectors Buying Guide

Over the past 20-plus years, Projector People has helped thousands of religious, non-denominational and nonprofit organizations outfit their sanctuaries with projectors and AV equipment that dazzles their audiences while staying within budget.

<http://www.projectorpeople.com/resources/church-projector-guide.asp>

[Images for How to Choose the Right Church Projector | Projector People](#)

<https://www.youtube.com/watch?v=VW4qCSGiEtQ> Choosing a Church Projector – YouTube

[Images for Choosing a Church Projector – YouTube](#)

https://www.youtube.com/watch?v=paC3_U-EHAK How to Choose a Projector for a House of Worship – YouTube

<https://www.churchstagedesignideas.com/choosing-the-right-projector-for-your-church/>

<https://www.amazon.com/slp/church-projector/omtwfugse4ya7zt>

<https://www.worshipfacilities.com/gear/collection-church-worthy-projectors>

<https://epson.com/church-projectors>

PowerPointless - Religion Online

Power corrupts. PowerPoint Corrupts absolutely. – Edward Tufte

In recent years, PowerPoint has become a dominant force in worshiping communities across the theological and liturgical spectrum. In churches smitten with the Microsoft wonder, its power to affect the sensibilities of worshipers and thus to shape congregational identity is almost never discussed.

A tacit assumption is that PowerPoint computer presentations are merely a means to an end, a value-neutral tool used for innocent, perhaps even noble purposes; enlarging text for the hard of seeing; reducing the demand for and thus the production of printed materials; and bringing younger people, who spend much of their lives in front of screens – TV, computer, cell phone, PDA – into worship. But PowerPoint is not value-neutral. As information design analyst Edward Tufte has argued, PowerPoint promotes a kind of cognitive style that routinely disrupts, dominates, and trivializes content.

<http://www.religion-online.org/showarticle.asp?title=3469>

[Images for PowerPointless by Debra Dean Murphy – Religion Online](#)

6 reasons churches don't use projection in worship — and how to overcome them.

Use of projected images and lyrics during worship is growing. However, some churches invest in projection technology, only to realize it isn't practical to use in their worship space or with their planning resources. Consider these points before diving in.

<http://www.umcom.org/site/apps/nlnet/content3.aspx?c=mrLZJ9PFKMG&b=6084879&ct=11589149>

[Images for reasons churches don't use projection in worship](#)

The Rise of Environmental Projection in Houses of Worship | Worship Facilities

Tips from the pros. Dramatically and continually transform the look of your sanctuary through the growing trend of environmental projection.

http://www.worshiptechdecisions.com/article/the_rise_of_environmental_projection_in_houses_of_worship

[Images for The Rise of Environmental Projection in Houses of Worship | Worship Facilities](#)

<https://www.worshipfacilities.com/gear/rise-environmental-projection-houses-worship>

<http://www.ravepubs.com/future-church-environmental-projection/>

<https://www.renewingworshipnc.org/2013/07/17/environmental-projection/>

<https://churchtechtoday.com/2017/05/03/environmental-projection-guide-options-every-church-small-mega/>

<https://www.churchproduction.com/education/using-projection-to-strengthen-engagement-in-your-house-of-worship-environm/>

<https://churchm.ag/environmental-projection/>

<https://www.projectorpeople.com/house-of-worship-projectors/>

<https://www.projectorsuperstore.com/house-of-worship.cfm>

<https://tfwm.com/projection-options-and-formats/>

<http://www.religiousproductnews.com/articles/2012-February/Supplement/Moving-Projection-in-Houses-of-Worship.htm>

[Images for Moving Projection in Houses of Worship](#)

<https://www.youtube.com/watch?v=THVSikfOkXs> Using Large Venue Projectors in Houses of Worship – YouTube

<https://www.youtube.com/watch?v=JMdT4StMG14> Christie Projection Solutions for Houses of Worship - YouTube

16) Information Technology

During my first 10+ years in the installed pastorate, the extent of the office equipment was a \$50 manual typewriter and a \$100 stencil mimeograph machine in the church secretary's basement on the farm. I left bulletin formats in her mailbox for 3 Sundays at a time and then picked up the bulletins from the mailbox. I did not worry about computers, programs, printers, and photocopiers back then.

Mimeograph - Wikipedia

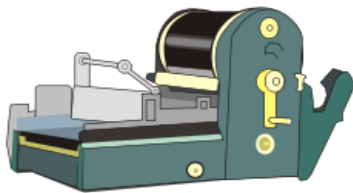


Illustration of a typical mimeograph machine

<https://en.wikipedia.org/wiki/Mimeograph>
Images for stencil mimeograph

Typewriter - Wikipedia



Mechanical desktop typewriters, such as this [Touchmaster Five](#), were long-time standards of government agencies, newsrooms, and offices.

<https://en.wikipedia.org/wiki/Typewriter>
[Images for Mechanical desktop typewriter Touchmaster Five](#)

How things have changed! I now have a service agreement with Best Buy by Geek Squad for my devices.

Geek Squad Services - Best Buy

We offer an unmatched level of 24/7/365 support, with Geek Squad Agents ready to help you online, on the phone, in your home, and at more than 1,100 Best Buy stores.

[Watch a video about Geek Squad services](#)



<https://www.bestbuy.com/site/services/geek-squad/pcmcat138100050018.c?id=pcmcat138100050018>
[Images for Geek Squad Services - Best Buy](#)

An occasional congregation may possess a service agreement with a computer consultant, but, with these days of financial shortfalls, most congregations try to get by with volunteers. I counsel congregations not to expect pastors to be the equivalent of a computer geek. Pastors can ask the best possible questions regarding appropriateness, suitability, and sustainability. Technology is to be regarded as a servant and not the master for the life and ministry of the congregation.

Resources

Choosing Technology that Forwards Mission and Ministry | Center for Congregations

Congregations, like families, are faced each day with information about the newest and greatest technologies. How are they to decide what to adopt and what to let pass them by? Perhaps a question similar to the one Brende posed can help: Where can we get the greatest benefit for our mission and ministry using technology, and where is technology adding little or nothing to our missional progress?

<https://centerforcongregations.org/resource/choosing-technology-forwards-mission-and-ministry>

[Images for Choosing Technology that Forwards Mission and Ministry | Center for Congregations](#)

<https://alban.org/archive/centerview-choosing-technology-that-forwards-mission-and-ministry/>

Computer Software

[ACS Technologies](#)

Software to help churches with direct mailing, accounting, member management, volunteer organization and backing up your data (essential activity overlooked by too many). ACS has been specializing in church software since 1978.

[By the Book](#)

providing feature-rich, church management software to churches large and small since 1991'.

[CCIS Church Management Software](#)

'We provide membership, accounting, and payroll services to churches.'

[ChurchPro Church Management Software](#)

'All members of the ChurchPro and SchoolPerfect team are former or present church staff members committed to the church. Many have advanced seminary degrees in church administration, Biblical studies, adult education and stewardship development. No other organization can make this claim. We know the church and we want to be helpful to you.'

[Churchsoftware.com](#)

'Affordable, quality software for churches and nonprofit organizations. Whether you are organizing membership records,

processing donor contributions, or looking for a good fund accounting system to help in your church's bookkeeping, "Church Management Tracking System" (CMTSTM for Windows®) can more than meet your needs.

[Courtyard](#)

Church directory software. 'Courtyard provides you with a private, interactive directory website where your members can share and update their contact information. It's the perfect solution for churches, schools, homeschool groups, or any group that wants to help their members connect with one another.'

[Keep It Collared](#)

An Excel spreadsheet designed to track clergy time.

[Roll Call Church Software](#)

'By the Book has been providing church management software to churches large and small since 1991. Roll Call runs on Mac OSX or Windows.'

Parish Church Resources - Anglicans Online

<http://anglicansonline.org/resources/parishresources.html> Computer Software

<http://anglicansonline.org/resources/parishresources.html#software>

Images for Anglicans Online | Parish Church Resources Computer Software

Computer Training | Seminars & Online | Fred Pryor Seminars

Improve your skills with Microsoft® Software, Design and Web

In today's business world, computer skills are a basic requirement. The more you know, the more important you are to the organization. It only makes good professional business sense to use Fred Pryor Seminars and CareerTrack to hone those abilities and sharpen them into key transferrable skills you can take with you wherever you go. Whatever your goals, we can help you accomplish them with our wide variety of computer training courses such as:

The best, most affordable Excel® live seminars, webinars and courses are available.

Be your own trusted business accountant with QuickBooks®.

Access® will help you take spreadsheets and smart data management to the next level.

Create well-constructed, engaging and entertaining PowerPoint® presentations.

Gain working knowledge of web page structures and formatting in HTML.

Must-have tips for any program including Outlook®, Acrobat®, Photoshop® and more!

<http://www.pryor.com/site/categories/computer-training-courses>

Images for Computer Training | Seminars & Online | Fred Pryor Seminars

<https://www.pryor.com/training-categories/computer-software/>

Congregations and Technology » Alban at Duke Divinity School

The Indianapolis Center for Congregations has worked closely with dozens of congregations in selecting computer software as well as hardware and has reviewed and compared more than fifty Congregational Management Software (CMS) packages now on the market. If your congregation is considering using CMS for the first time or needs to change existing software, consider the following tips from the Indianapolis Center:

Alban at Duke Divinity School » Congregations and Technology

<https://alban.org/archive/congregations-and-technology/>

Images for Congregations and Technology » Alban

<https://alban.org/archive/bring-technology-to-congregations/>

<https://alban.org/category/technology/>

<https://alban.org/archive/centerview-choosing-technology-that-forwards-mission-and-ministry/>

<https://alban.org/archive/the-new-connectivity-how-internet-innovations-are-changing-the-way-we-do-church/>

Images for Internet Innovations

<https://alban.org/archive/unburdening-ourselves-e-mail-management-tips-from-the-experts/>

<https://alban.org/archive/virtual-community/>

<https://alban.org/archive/when-to-adopt-new-technology/>

<http://www.danhotchkiss.com/articles/UUV%20Religious%20Institutions%20in%20the%20Information%20Age.htm>

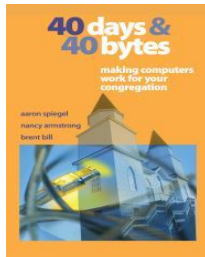
Images for Congregations and Technology

40 Days and 40 Bytes: Making Computers Work for Your Congregation [Aaron Spiegel, Nancy Armstrong, Brent Bill]

"Today we are awash in computerized Bible games, pastoral care software, and church management systems with members' personal information and giving records," observe authors Spiegel, Armstrong, and Bill, but "too often we blindly accept and use technology without asking the big questions. Questions like, is it appropriate to our mission and ministry?" 40 Days and 40 Bytes will help your congregation explore technology. so you can decide, from a ministry and culture standpoint, what you need to do. The goal: godly service—not technological glitz.

The authors are uniquely qualified to help you think about the role of technology in your congregation. All three are staff members with the Indianapolis Center for Congregations, which launched the innovative Computers and Ministry Grants Initiative in 1998 to help congregations address the challenges they face when using computer technology in their ministries. In this book, they share what they have learned in their work with 102 congregations.

There's no question your congregation is going to use computer technology. The only question is, "How?" 40 Days and 40 Bytes will help you design technology that fits your ministry and mission.



<http://www.amazon.com/40-Days-Bytes-Computers-Congregation/dp/1566992982>
https://www.goodreads.com/book/show/1457687.40_Days_and_40_Bytes
<https://www.barnesandnoble.com/w/40-days-and-40-bytes-aaron-spiegel/1123979756>
http://www.presbyteryov.org/resource_center/40-days-and-40-bytes/
<http://www.christiancentury.org/article/%252Fcomputer-savvy>
<http://www.christiancentury.org/article/%252Fcongregational-software>
<https://books.google.com/books?isbn=1566994535>
<https://alban.org/archive/a-ministry-of-encouragement/>
<https://alban.org/archive/congregational-web-sites-our-new-front-door/>
<http://www.elizabethpresbytery.org/Resource%20Center%20ON%20THE%20WEB/Alban%20Institute%20Resources%202012.pdf>
<https://centerforcongregations.org/staff/aaron-spiegel>
<https://twitter.com/spiegela?lang=en>
<https://www.linkedin.com/in/spiegela>
<https://www.amazon.com/Aaron-Spiegel/e/B001K8OHOQ>
https://www.goodreads.com/author/show/684042.Aaron_Spiegel
 Images for Aaron Spiegel, author
<https://nybooks.club/author/nancy-armstrong/>
 Images for Nancy Armstrong, author 40 days and 40 bytes
www.interimministries-abc.org/Current/documents/7-12-07MAINLISTING.doc
<http://www.brentbill.com/>
http://www.abingdonpress.com/j_brent_bill
<https://eerdword.com/2016/11/02/eerdmans-author-interviews-j-brent-bill/>
<https://www.amazon.com/J.-Brent-Bill/e/B001JRYVBC>
https://www.goodreads.com/author/show/89864.J_Brent_Bill
 Images for Brent Bill, author
 Images for 40 Days and 40 Bytes: Making Computers Work for Your Congregation [Aaron Spiegel, Nancy Armstrong, Brent Bill]

Information Technology - Evangelical Lutheran Church in America

Technology resources for congregations and synods, including: Web ministry basics, cloud based services, social media guidelines and best practices, writing for the Web, guidelines for using photos of members, online giving options, administrative software, technology purchasing, computer and Internet security.

<https://www.elca.org/Resources/Information-Technology>

Images for Information Technology – Evangelical Lutheran Church in America

<https://www.elca.org/Resources>

<http://synodresourcecenter.org/admin/> Computers

Resource Guides | Center for Congregations

[Technology and Its Possibilities](#)

[TechTalk: Using Technology in Your Congregation](#)

<https://www.centerforcongregations.org/resources/resource-guides?page=6>

Images for Technology and Its Possibilities in the Church

Images for Using Technology in the Congregation

<https://centerforcongregations.org/resources>

Speed of Change: Managing the Pace of Change » McIntosh Church Growth Network

Change creates pressure on everyone. How can we manage change, so it becomes a positive aspect of our lives? Here are seven helpful tips.

<http://churchgrowthnetwork.com/free-resources/2010/08/20/speed-of-change/>

Images for Speed of Change: Managing the Pace of Change » McIntosh Church Growth Network

17) Problem Solving

A church secretary told how she was proud of herself that she solved a problem without asking a longer tenured staff. I responded, "One of the keys to problem solving is learning how to solve problems."

Resources

Problem-Solving Quotes - BrainyQuote

<https://www.brainyquote.com/topics/problem-solving>

<https://www.brainyquote.com/topics/problem>

Images for problem solving quotes

<https://www.goodreads.com/quotes/tag/problem-solving>

<https://www.leadershipnow.com/probsolvingquotes.html>

www.decision-making-solutions.com/problem_solving_quotes.html

www.wiseoldsayings.com/problem-solving-quotes/

www.teachhub.com/inspiring-problem-solving-quotes-season

www.azquotes.com/quotes/topics/problem-solving.html

www.azquotes.com/quotes/topics/creative-problem-solving.html

Images for quotes/topics/creative-problem-solving

www.wow4u.com/problem-quotes/

<https://www.happypublishing.com/blog/problems-quotes/>

www.quotelady.com/subjects/problem.html

<https://www.linkedin.com/pulse/20140609042202-59384553-3-things-about-problem-solving-which-albert-einstein-teaches-us>

Images for problem-solving-albert-einstein

Problem solving - Wikipedia

Problem solving consists of using generic or ad hoc methods, in an orderly manner, for finding solutions to problems.

https://en.wikipedia.org/wiki/Problem_solving

Images for Problem solving

https://simple.wikipedia.org/wiki/Problem_solving

https://en.wikipedia.org/wiki/Social_problem-solving

https://en.wikipedia.org/wiki/Creative_problem-solving

https://en.wikipedia.org/wiki/Category:Problem_solving

18) Getting from here to there

I came to start my car in the garage of the parsonage on Easter morning 2013 only to discover to my chagrin that, of all times, it would not start. I presumed upon a retired pastor in the congregation to get to the two congregations in the open country and a neighboring town. The next two assignments, I lived within walking distance of the church, so such a mishap would not be as much of an issue. But, when I came to the next assignment where the open country congregation was 10+ miles from the village congregation, I determined that I needed to get my car, then 11+ years old with 180,000+ miles, ready. I purchased 4 new tires and brakes, a new battery, and a new starter. I brought my bike just in case. After all, the Amish and Mennonites get around on bikes. I arranged with the organist to get a ride on Sunday morning in the event my car did not work. Interestingly, the previous pastor who served the two-point parish for 10+ years took a new call at a town church because, among other reasons, the pastor had grown weary of all the driving. Later that fall, I purchased a newer car and kept the older one.

Resources

Getting Your Vehicle Ready for Winter - ASE

It's foolhardy to head out in a poorly maintained vehicle in the dead of winter, of course, but even vehicle owners in temperate zones need a car care check as the days grow shorter, note the pros with the nonprofit National Institute for Automotive Service Excellence (ASE), an independent group that tests and certifies the competence of auto technicians.

<http://www.ase.com/News-Events/Publications/Glove-Box-Tips/Getting-Your-Vehicle-Ready-For-Winter.aspx>

Images for vehicle ready for winter

<https://shop.advanceautoparts.com/r/advice/car-maintenance/is-your-vehicle-ready-for-winter-heres-a-maintenance-checklist>

<https://blog.allstate.com/6-things-to-do-to-get-your-vehicle-ready-for-winter/>

10 simple ways to get your car ready for winter - TODAY.com

OK, so if you live in Florida or Southern California, you may not need to read this column.

But if you live in a cold-weather state, or perhaps if you are planning to visit loved ones in a colder clime over the winter holidays, the following tips literally could be life-saving!

<http://www.today.com/home/10-simple-ways-get-your-car-ready-winter-2D80555093>

Images for car ready for winter

https://www.youtube.com/watch?v=RAGKp_gsebc How to Get Your Car Ready for Winter (Top 10 Steps) – YouTube

<https://www.youtube.com/watch?v=ev1meInSHio> How To Get Your Car Ready For Winter Weather - YouTube

Images for How To Get Your Car Ready For Winter Weather - YouTube

<https://www.consumerreports.org/video/view/cars/car-safety/703268660001/getting-your-car-ready-for-winter/>

<https://www.familyhandyman.com/diy-advice/top-5-tips-to-get-your-car-ready-for-winter-driving/>

<https://www.statefarm.com/simple-insights/smart-ideas/essential-steps-to-get-your-house-and-car-ready-for-winter>

<https://www.onegoodthingbyjillee.com/12-tips-to-get-your-car-ready-for-winter/>

<https://money.usnews.com/money/blogs/my-money/2015/11/03/5-steps-to-prepare-your-car-for-winter>

Images for prepare car for winter

<https://www.wheels.ca/top-ten/7-ways-to-get-your-car-ready-for-winter-weather/>

<https://www.yourmechanic.com/article/how-to-get-your-car-ready-for-driving-in-winter-by-jason-unrau>

<https://www.aviva.ie/car-insurance/motor-advice/getting-your-car-ready-for-winter-months/>
<https://www.today.com/home/10-simple-ways-get-your-car-ready-winter-2D80555093>
<https://ama.ab.ca/knowledge-base/articles/winter-car-preparation>
Images for winter-car-preparation

19) Backup, backup, backup...

Starting in 1987, I used Macintosh computers. Information was stored on disks. The dictum was *backup, backup, backup*.



Apple Macintosh - Wikimedia Commons

[https://commons.wikimedia.org/wiki/File:Computer_macintosh_128k,_1984_\(all_about_Apple_onlus\).jpg](https://commons.wikimedia.org/wiki/File:Computer_macintosh_128k,_1984_(all_about_Apple_onlus).jpg)

Macintosh - Wikipedia

The *Macintosh* is a family of personal computers designed, manufactured, and sold by Apple Inc. since January 1984. The original *Macintosh* was the company's first mass-market personal computer that featured a graphical user interface, built-in screen and mouse.

<https://en.wikipedia.org/wiki/Macintosh>
Images for Macintosh

Now that computers use hard drives it is sometimes tempting to forget this dictum. I use two My Passport - Portable Hard Drive | Western Digital (WD) with my Lenovo - Towers / Desktops.

Resources

Backup Overview | dpBestflow

What's a backup?

The purpose of a backup is to make sure that your digital data can survive any of the hazards that await. In principle, this is a straightforward process. Copy all of your files to some other device(s), keep the backup somewhere safe, and use it to restore the data in the event of a problem. If you are a one-computer user and everything you want to preserve can fit on one hard drive, it can be nearly as simple as this.

<http://dpbestflow.org/backup/backup-overview>
Images for Backup Overview | dpBestflow

Backup - Wikipedia

Backups have two distinct purposes. The primary purpose is to recover data after its loss, be it by data deletion or [corruption](#). Data loss can be a common experience of computer users. A 2008 survey found that 66% of respondents had lost files on their home PC.^[2] The secondary purpose of backups is to recover data from an earlier time, according to a user-defined [data retention](#) policy, typically configured within a backup application for how long copies of data are required. Though backups popularly represent a simple form of [disaster recovery](#), and should be part of a [disaster recovery plan](#), by themselves, backups should not alone be considered disaster recovery.^[3] One reason for this is that not all backup systems or backup applications are able to reconstitute a computer system or other complex configurations such as a [computer cluster](#), [active directory](#) servers, or a [database server](#), by restoring only data from a backup.

<http://en.wikipedia.org/wiki/Backup>
Images for data backup

But this dictum does not apply only to computers but to life and ministry in general. For instance, on a football team, if the quarterback or any other player cannot play, the team must look to the "next player up."

On Easter 2013, I tried to start my car in the garage of the parsonage, and to my dismay, it would not turn over. I presumed upon a retired pastor in the congregation who graciously picked me up and allowed me to use his car.

On April 2, 2017, I continued with one congregation of a two-point parish, while the other realigned with another congregation. I agreed to serve another congregation on a contract for services. As I was driving to the first congregation around dawn, two deer ran across the road, and the third deer hit my car. I made it to the church parking lot. After the service of worship, a member gave me a ride to the village where I was staying and where I parked my second car. I drove my second car to the service of worship and that afternoon made visits on 4 homebound. Fortunately, the car that was damaged was the older of the 2 cars with 191,189 miles.

backup - Wiktionary

backup (plural [backups](#))

A [reserve](#) or [substitute](#).

If the goalkeeper is injured, we have a backup.

(law enforcement) [reinforcements](#)

He's got a gun - you better send for backup.

<http://en.wiktionary.org/wiki/backup>

Images for reserve or substitute

I accepted an assignment in the fall of 2018 for a three-point parish in hill country. I knew my subcompact 2015 Ford Escort would not make it up and down the icy roads in the winter, so I purchased a 2013 Ford Focus with front-wheel drive and a 2010 Ford Escape SUV with 4-wheel drive. It was good I owned both because I took one or the other into the mechanic's shop that winter. I even walked 5 miles into town from the open country parsonage one cold winter evening to pick up the last vehicle that was completed.

20) Pictorial Directories

Directories have been helpful to me in putting faces and names together. I save the directories and now possess (5) large 3-ring binders full of softcover directories as well as assorted hardcover and spiral directories not conducive for putting in a binder. Occasionally, the congregation puts together a directory while I am serving an assignment.

Resources

Lifetouch Church Directories

<https://www.churchdirectories.lifetouch.com/>

Images for Lifetouch Church Directories

<https://www.churchdirectories.lifetouch.com/frequently-asked-questions>

<https://www.linkedin.com/company/lifetouch-church-directories-and-portraits>

MyCongregation Church Directory Software

<http://www.mydirectorymaker.com/mycongregation/>

Images for My Congregational Church Directory Software

At one assignment, the congregation coordinator matter-of-factly remarked, "This may be the last (hard copy) directory." Directories in the future may be on-line or non-existent.

The Church Directory: A Thing of the Past? | The Network - CRC Network

As someone who is completely saturated in the digital world, I have a hard time seeing the logic in continuing to print a church directory. I'm not even sure of the value in online church directories. And yet, I think it's worth a conversation.

<https://network.crcna.org/church-web/church-directory-thing-past>

Images for Church Directory: A Thing of the Past?

<https://www.evangelicalsforaction.org/holistic-ministry/maybe-its-time-to-rethink-church-directories/>

<https://therealfullhouse.wordpress.com/2013/06/05/the-dreaded-church-pictorial-directory/>

Pictorial directories have been most helpful to me in learning names, but she may be right in that fewer congregations will make such publications in the future.

21) What about flags in the church?

I served a village church and an open country church where I preached from the lectern instead of the pulpit. One reason was that the lectern at both churches was equipped with a stationary microphone, while the pulpit was not. Another reason was that there was a ppt. screen behind the pulpit at one church, while the pulpit at the other church was filled with music and flower stands, as well as a fan. Still another reason was that the American flag was within an arm's reach of the preacher standing in the pulpit at both churches. The Christian flag was positioned next to the lectern.

There are at least two issues at stake with the presence of both an American flag and a Christian flag in the church. One is philosophical.

Resources

American flags don't belong in church sanctuaries | National Catholic Reporter

The Bishops' Committee on the Liturgy has in the past encouraged pastors not to place the flag within the sanctuary itself, in order to reserve that space for the altar, the ambo, the presidential chair and the tabernacle. Instead, the suggestion has been made that the American flag be placed outside the sanctuary, or in the vestibule of the Church together with a book of prayer requests. It remains, however, for the diocesan bishop to determine regulations in this matter.

<https://www.ncronline.org/news/opinion/young-voices/american-flags-dont-belong-church-sanctuaries>

Images for American flags don't belong in church sanctuaries | National Catholic Reporter

<http://www.usccb.org/prayer-and-worship/liturgical-resources/architecture-and-environment/display-of-flags-in-catholic-churches.cfm>

[PDF]Are flags appropriate in church? - ELCA Resource Repository

Flags are not a required element in a Christian worship space and the decision about whether or not to place them in a worship space is a local decision. While it is a local decision, we offer the following issues and recommendations for congregations to consider when discerning this question.

https://download.elca.org/ELCA%20Resource%20Repository/Are_flags_appropriate_in_church.pdf
Images for Are flags appropriate in church? - ELCA Resource Repository

Should Churches Display the American Flag in Their Sanctuaries? - Christianity Today

Observers weigh in on patriotic piety.

<https://www.christianitytoday.com/ct/2012/july-august/should-churches-display-the-american-flag.html>

Images for Should Churches Display the American Flag in Their Sanctuaries? | Christianity Today

<https://www.christianitytoday.com/ct/archives/>

<https://www.christianitytoday.com/news/archives/>

<https://jimdaly.focusonthefamily.com/should-churches-display-the-american-flag/>

<https://www.umcdiscipleship.org/resources/should-we-have-flags-in-the-church-the-christian-flag-and-the-american-flag>

<https://bjconline.org/should-american-flags-be-in-church-sanctuaries/>

<https://www.offthegridnews.com/religion/pro-and-con-should-churches-display-the-american-flag-in-the-sanctuary/>

<https://bjconline.org/should-american-flags-be-in-church-sanctuaries/>

<https://www.umcdiscipleship.org/resources/should-we-have-flags-in-the-church-the-christian-flag-and-the-american-flag>

Images for Should We Have Flags in the Church?

<https://www.thegospelcoalition.org/blogs/evangelical-history/the-church-and-the-american-flag/>

Images for evangelical-history/the-church-and-the-american-flag/

U.S. Flags in Churches? - Juicy Ecumenism

There's also the issue that, sometimes, arch Protestants have trouble accepting the importance of symbols in the architecture of worship. Sometimes they almost prefer a sterile gymnasium with folding chairs and glowing exit signs. But churches that revere tradition as a record of God's interactions with His people across time can and should esteem signs of that church's history, culture, and spiritual expedition, which for most, includes the flag of the nation to which God has assigned them. It's also my observation that the flag becomes an issue primarily to clergy, who sometimes remove it without consulting the congregation, hoping nobody will notice, as Moore mentions. On this issue, as on others, often the laity are more intuitively correct theologically than are the pastors.

<http://juicyecumenism.com/2013/07/04/u-s-flags-in-churches/>

Images for U.S. Flags in Churches? - Juicy Ecumenism

Why National Flags Don't Belong in Church | Sojourners

God alone is holy and deserves our undivided allegiance. When we gather as Christians, we join our voices in praise and lament with our brothers and sisters in every nation, under every kind of government. Let's not confuse or forget whom we are worshiping when we come before our God.

<http://sojo.net/blogs/2010/07/20/why-national-flags-dont-belong-church>

Images for Why National Flags Don't Belong in Church | Sojourners

One item a colleague brought to my attention is that a military veteran pointed out the American flag is to be displayed above church flags. So, to display the American flag and church flag at the same level goes against flag protocol for the American flag.

Displaying the Flag with other Flags - United States Flag Store

The American Flag may be displayed with other flags as long as its display follows the rules specified by the Flag Code.

These rules were set to make sure the American Flag is in a position of prominence over other flags. The flag represents the government of the United States, and on American soil, the government is the highest authority. The American flag is even displayed above church flags, except in rare instances.

<https://www.united-states-flag.com/displaying-flags.html>

Images for Displaying the Flag with other Flags

Another issue is practical. A pastor may be convinced that it is not right to have the American flag in the church but may not be convinced that the battle is worth it. On one assignment, I served 2 congregations, and one of them was in a community with a strong American Legion presence. Sure enough, the American flag stood behind the pulpit. It would have taken considerable conversation to gain consensus, and I chose not to make an issue of it during my time as an interim pastor.

Flags in worship - The Presbyterian Outlook

For as long as anyone could remember, the American flag had been displayed in the front of the sanctuary to the congregation's left — to their right, the Christian flag. During my 21 years with the church, the flags were removed only for the decorations at Advent and to make room for vacation Bible school plays in the summer. Following VBS in July 2014, however, I did not return the flags to the sanctuary, an approach to the issue that, in hindsight, was not one of my better moments as a pastor.

<https://pres-outlook.org/2016/07/flags-in-worship/>

Images for flags in worship

I served one assignment where I was told that one of the former pastors, who was disillusioned with unbridled patriotism after serving in the military in the Vietnam War, pushed to have the America flag removed only to be pushed out of the parish to take another call in one of the Great Plains states.

22) What about guns in the church?

The Concealed Carry law raises questions for congregations as to whether to allow weapons in the church as well as whether to post signs prohibiting concealed weapons. The bishop of the Northwest Synod of Wisconsin gave the following advice on this matter:

August 23, 2011

Dear Rostered Leaders,

The passage of the Concealed Carry weapons law in the State of Wisconsin has given rise to numerous questions about implications for congregations and other settings of ministry. The following is a summary of guidance from Amy Johnson, our ELCA staff person with the Lutheran Office of Public Policy in Wisconsin. Note that much is still uncertain regarding the implications of this law and how it will be applied to houses of worship and ministries, and what follows is *not* to be construed as legal advice. It is intended to be a resource for consideration and reflection at this point in time; as we learn more, such considerations may need to be revised.

Know that the Concealed Carry law affects more than just a person's right to carry a gun, it relates to weapons: guns, electric guns, clubs, and knives (but not switchblade knives). Although the legislation (SB 93) was signed into law, it will not take effect until November 1, 2011. Over the next several months, the Department of Justice will closely review the law and develop the emergency rules which will spell out the act in more detail. If your congregation intends to take action by posting signs, *it's best to wait until more information is available*. The exact language restrictions for signs are still being developed, and there are outstanding questions regarding the placement of signs in a church building. We do not know if there will be mandatory language or complicated posting requirements for our congregations.

Until we know more, the Wisconsin Department of Justice has a website dedicated to Concealed Carry and provides a list of Frequently Asked Questions. This website will be updated as the process moves forward. Keep in mind the bill was written without consideration to the unique needs of place of worship, and therefore many of the questions and answers are directed toward business and government entities. The website is:

<http://www.doj.state.wi.us/dles/cib/ConcealedCarry/ConcealedCarry.asp>

The Concealed Carry law presents a host of questions for congregations. Our churches are places of worship and witness, and each ministry within your building (and other organizations who use it) will be impacted by the congregation's decision to post a sign. Our churches are also employers, and we would encourage your leadership to review policy and procedure manuals, and how this legislation could affect employees and the congregation's liability. The ELCA Secretary's website contains information provided by Church Mutual on liability and security measures to consider. In addition, the [attached piece](#) from Church Mutual may be helpful.

If you intend to post a sign once the law takes effect in November, the following steps might be helpful before developing a congregation policy:

Be thoughtful: Do not solely make a decision as the pastor or rush a decision by your Congregation Council but take the time to think through your response as a community of faith. If your building hosts other ministries, day care centers, or provides a meeting space for groups like AA, reach out to those partners and ask for their input on whether or not to post.

Be prayerful: Use this time to discern a response the message it communicates to visitors, your community and neighborhood.

Engage the congregation: As Christians, we are called to address social issues and to create the space to have an honest dialogue with one another. See input from the congregation and work toward consensus in determining a response. If you have a social concerns committee/team, they might take the lead on this. The pastor might wish to hold forums, write newsletter articles, address the topic in sermons, etc. Again, when guiding such a conversation, remember the Concealed Carry law is not just about guns, but concealed weapons.

Treat the topic as a spiritual matter: Where does Scripture help us to understand this current situation? Where is there confusion? The members of the congregation may have strong feelings about the legislation. If the congregation intends to post a sign or respond in any way, frame the discussion in a spiritual context to keep the conversation centered on our witness as Lutheran Christians and not on partisan politics.

It might be wise to consult local law enforcement or an attorney before posting any signage.

Blessings,

Duane Pederson

Bishop

Northwest Synod of Wisconsin

Evangelical Lutheran Church in America

944 24 1/4 Street, Suite 2, Chetek, WI 54728

office: [715-859-6810](tel:715-859-6810)

fax: [715-859-6812](tel:715-859-6812)

www.nwswi.org

[Images for The passage of the Concealed Carry weapons law in the State of Wisconsin has given rise to numerous questions about implications for congregations and other settings of ministry.](#)

Resources

Churches consider response to concealed carry - JSOnline

Immunity in question

Religious institutions, like businesses and nonprofits, face one issue government entities do not: Under the law as drafted, according to legal analyses, they lose their blanket immunity from civil lawsuits if they post a sign. But the scope of that immunity is unclear, said Stephen Knowles, an attorney for the Evangelical Lutheran Church in America's Greater Milwaukee Synod. Questions remain, for example, about how it would interact with worker's compensation laws that offer remedies to employees injured in the course of their jobs.

"It's a fairly broad immunity provision," said Knowles, who takes no position on the question of posting. "This will have to be shaken out through case law, amendments to the statute, prosecutions."

Church Mutual Insurance Co. in Merrill, one of the larger insurers of religious institutions in Wisconsin, issued what it calls a risk alert, notifying customers about the law and urging them to consult attorneys and law enforcement officials in their decision-making, but assuring them that their insurance rates would not be affected either way.

<http://www.jsonline.com/news/religion/churches-consider-response-to-concealed-carry-132866023.html>

[Images for churches response to concealed carry](#)

Concealed carry law tests whether guns, God mix

At a February meeting of the Council of Religious Leaders of Metropolitan Chicago, many members were surprised to learn the law does not include places of worship among sites where concealed weapons are automatically prohibited. So said Rev. Paul Rutgers, co-executive director of the council, which includes faith leaders from African Methodist Episcopalians to Sikhs. Many also were not aware that to legally keep guns out of their institutions, they're must post signs that meet state requirements, Rutgers said.

But after council members were brought up to speed on the law, "there was overwhelming rejection of the idea that guns should be allowed in places of worship," Rutgers said. "I think the group will take whatever action is appropriate to fight against that and add houses of worship into the list" of places where guns are prohibited, he added.

<http://www.suntimes.com/news/25726288-418/concealed-carry-law-tests-whether-guns-god-mix.html>

[Images for Concealed carry law tests whether guns, God mix](#)

[Images for houses of worship places where guns are prohibited](#)

Concealed weapon law impacts houses of worship

Members of congregation, visitors must be informed

If you choose to prohibit the carrying of concealed weapons at your worship center, establish a written policy and review it with your congregation. Wisconsin law also requires that you post a sign regarding this restriction. The sign must:

Be at least 5 inches by 7 inches in size.

Be posted near all building entrances and access points to your grounds in a place where anyone entering can be reasonably expected to see it.

Inform people that weapons and firearms are prohibited in your building and/or on the premises.

Regardless of your decision to or not to prohibit the carrying of firearms at your worship center, your insurance coverage with Church Mutual will not be affected. To aid in your decision, Church Mutual recommends consulting your denominational office, local attorney and local law enforcement.

For more information on the Personal Protection Act, visit the Wisconsin Department of Justice's website at

<http://www.doj.state.wi.us/dles/cib/ConcealedCarry/ConcealedCarry.asp>.

Risk Alerts - Church Mutual

<https://www.churchmutual.com/index.cfm?pid=2257&pageTitle=Risk-Alert&RiskAlertId=63>

[Images for concealed weapon law impacts houses of worship](#)

Wisconsin Lawyer: Wisconsin's Concealed Carry Law: Protecting Persons and Property

Here is an in-depth look at the concealed carry law's provisions, how it applies in various property contexts, and practical ramifications and potential legal issues arising from the law's enactment.

<http://www.wisbar.org/newspublications/wisconsinlawyer/pages/article.aspx?Volume=85&Issue=7&ArticleID=8710>

[Images for Wisconsin Lawyer: Wisconsin's Concealed Carry Law: Protecting Persons and Property](#)

Wisconsin's Concealed Carry Law as It May Affect Churches by Stephen L. Knowles

On November 1, 2011, when the "concealed carry" provisions of 2011 Wisconsin Act 35 take effect, 1 Wisconsin will become the 49th state to permit the carrying of concealed weapons. This memorandum reviews Act 35's principal requirements insofar as they may affect churches – typically congregations – and other religious organizations.

<http://ecsw.org/files/conceal-carry/how-it-affects-churches.pdf>

[Images for Wisconsin's Concealed Carry Law as It May Affect Churches by Stephen L. Knowles](#)

23) Should decorating be done by an individual or a group?

A couple congregations I served had individuals who took it upon themselves to decorate the church facility. One involved a pastor's spouse and a son, while the other involved a school teacher. In each case, the decorators accumulated decorations – one purchased at

arts and crafts stores, while the other at thrift stores. In the former case, the long-term pastor retired, so that members of a newly formed Decoration Committee disposed of much of the decorations. In the latter case, the off-season decorations got stashed in the library so that the room became no longer usable for its original purpose. Also, the decorations did not get changed on a timely basis so that there might be three different seasonal decors in the fellowship hall, for instance, at the same time. The decorator was much beloved, but finally the Women of the ELCA and the Congregation Council both asked the decorator to pack up the decorations and move them out of the library. This process happened at a slow pace. The long-term answer was to get someone to work with her so that decorations could be changed on a timely basis and the decorations stored in an efficient manner. My personal preference tends to be *less is more*, but not everyone agrees with a minimalist perspective, and so I have learned to live with the customs of the local context. Any long-lasting changes must involve a broad consensus to be effective.

Resources

Are there rules for decorating the church during the holidays? – U.S. Catholic Faith in Real Life

There are surprisingly few official rules about decorating churches, much to the chagrin of those who have been crowded out by Christmas poinsettias or engulfed by Easter lilies. At times, admittedly, the altar looks like it's been attacked by a rioting mob of florists.

Much of what we do is based on tradition and preference. There are, however, two church documents that offer guidance on the subject of church decor. The General Instruction of the Roman Missal (GIRM) provides direction on how the Mass should be celebrated. It is very specific about aspects of the liturgy that are to be the same everywhere but more general about other areas, leaving it to local bishops to provide guidelines. Church decorating is one of those latter areas.

<http://www.uscatholic.org/glad-you-asked/2009/11/are-there-rules-decorating-church-during-holidays>

[Images for Are there rules for decorating the church during the holidays? – U.S. Catholic Faith in Real Life](#)

How do we make decisions about art and materials used in worship?

Congregations will regularly need to make decisions about the artistic materials used in worship (see below for two sample case-studies). These decisions are not easy. There is no rulebook of “musts” and “shoulds” on this matter. There are, however, matters of importance and values that need careful consideration.

Frequently Asked Questions - Evangelical Lutheran Church in America

[http://download.elca.org/ELCA%20Resource%20Repository/How do we make decisions about art and materials used in worship.pdf](http://download.elca.org/ELCA%20Resource%20Repository/How_do_we_make_decisions_about_art_and_materials_used_in_worship.pdf)

[Images for How do we make decisions about art and materials used in worship? - ELCA Resource Repository](#)

[Images for Frequently Asked Questions - Evangelical Lutheran Church in America](#)

24) Assistance to those in need

Many congregations I have served have been involved in, one way or another, providing assistance (transportation, food, clothing, rent, energy, and other assistance) to those in need. The best practices seem to be when a congregation is involved with other congregations or a community agency. One congregation, especially the pastors and staff, though well-intentioned, became overwhelmed when they tried to administer their own program and made the following recommendations:

1. That we discontinue distributing Care Funds directly to recipients; and that we donate the continued congregational Care Fund offerings to designated social service agencies in the community where appropriate screening, like-skills training/education, and accountability are available. Suggested agencies are CAP, Mary's House, Soup or Socks, Personal Development Center.
2. That we continue distributing Care Funds directly to recipients, contingent upon the successful development and staffing of a social service program with this congregation to appropriately screen recipients and provide the life-skills and education programs needed to help prevent the on-going cycle of dependence and misuse of the Care Fund.

Resources

Congregations Helping People - First United Methodist Church

Congregations Helping People, located in a Salem First UMC office space, is an expanding group of Salem churches that have come together to combine resources and work cooperatively to help people in need. You can reach this organization by phone at 503-391-4365.

People seeking help are often forced to go from church to church, obtaining piecemeal the aid they need. Church staff, though eager to help, may not have the time, funds or expertise to provide the best possible help and advice. CHP provides experienced, qualified social workers assisted by caring volunteers, to link people with the right resources to address their immediate and long-term needs. When those resources do not exist, or the person doesn't qualify, CHP may be able to provide direct assistance.

Congregations Helping People is a privately-funded, nonprofit organization, governed by the volunteer board of directors.

<http://salemfirstumc.org/ministries/mission-and-outreach/congregations-helping-people/>

[Images for Congregations Helping People](#)

North Central Community Action Program
NCCAP's Mission Statement

The mission of NCCAP is to act as an advocate, provider, and facilitator of programs and services for low-income individuals in Lincoln, Marathon, and Wood Counties (WI). NCCAP seeks to create opportunities for people and communities to obtain skills, identify and utilize resources, and explore innovative options necessary to reduce poverty and increase self-sufficiency.

<http://www.northcentralcap.org/about-us/>

[Images for North Central Community Action Program NCCAP's Mission Statement](#)

25) Posters - hang or toss?

I have been to my share of dairy breakfasts during June Dairy Month. Most of these are held on Saturday mornings. One letter asked,

Would you please include our dairy breakfast in your announcements and bulletin for Sunday, June (day, year). Enclosed is a poster with all the information on it.

If the church secretary had opened this piece of mail, she probably would have put it on the community bulletin board, but because I opened this piece of mail, I placed the poster in the circular file rather than the community bulletin board. On the other hand, a poster had been placed on a community bulletin board in the other congregation I was serving at the time for a June Dairy Breakfast in an adjoining county offered on Thursday, June (day, year) at an assisted living facility. I attended this dairy breakfast.

In general, when a letter comes in the mail requesting, "Pastor, please announce this event from the pulpit," I prefer to handle these requests by hanging up the posters on the community bulletin board. Occasionally, as noted above, certain community and congregation posters can be best placed in the circular file.

MICA Flyers and Posters Posting Policy | MICA

Bulletin Boards and Building Entrance Easels are an integral part of the College's communication system. There are three types of Bulletin Boards: Campus News, Departmental, and MICA Community.

https://www.mica.edu/About_MICA/Policies_and_Handbooks/Additional_Policies/Bulletin_Boards_and_Campus_Postings.html

[Images for Flyers and Posters Posting Policy](#)

<https://sua.umn.edu/groups/outreach/promotion/>

<http://leadership.uchicago.edu/posting-policy>

<https://dean.williams.edu/student-handbook/advertising-and-distribution-policy/>

26) Are all these bulletin inserts necessary?

Invariably some education, youth, and music staff in large congregations want to capture people's attention and get their word out. One way is to print a bulletin insert, as they figure nobody will read a bulletin announcement listed with all the other announcements. The same often goes with community activities. Promoters of the events are not content with a bulletin announcement but instead send a bulletin insert. I do not know how many times I have tried to shoehorn as many announcements as possible into the available space in an announcement page only to find the church secretary prints off a community event insert that comes in at the last minute.

15 Lessons from 17 Different Church Bulletins | unSeminary

More is Not Better // Rampant across many of the bulletins I received was just way too much information. If you are ever thinking to yourself "How small of a font can I use and still have people read it?" ... you have way too much in your bulletin. So many bulletins had literally dozens and dozens of "calls to action" contained within them ... people can't respond to all that! If you make everything "special" and put it in your bulletin ... nothing will be special.

<http://www.unseminary.com/15-lessons-from-17-different-church-bulletins/>

[Images for Lessons from Different Church Bulletins](#)

27) Keeping up appearances

During one assignment, I served two congregations. Both facilities looked somewhat similar with a kitchen and dining hall attached to a white worship facility with a tall steeple. In the open country congregation, there were only two entrances, and the main entrance opened to the dining hall straight ahead and to the right with the kitchen on the left. In glancing to the left, one could see two large garbage cans sitting next to the corner without lids. The Congregation Council decided to get a dumpster to put the garbage in, but no action was taken on getting garbage cans with lids so that people who came into the church did not have to look at open garbage cans on first glance. Later, I casually mentioned my observation to the treasurer of the Women of the ELCA while she was in the kitchen one time and suggested cans with lids. She replied, "I've never really thought about that." But soon afterwards she arranged for the purchase of two plastic garbage cans with lids. The problem afterwards was that the lids did not always get put on the cans, so the garbage was still visible. Every time I went by and noticed the garbage cans open, I put the lids back on.

At the town church, a woman in the congregation decorated the dining hall on a seasonal basis. The other decorations she left in the library so that it became so filled with boxes it was hard to get around. I heard the rumblings but waited to see how it would be addressed. The matter got brought up at a meeting of the Congregation Council, but the council did not act on it. At one meeting of the Women of the ELCA with the decorator present, the president recommended that the Women of the ELCA pay for plastic totes in which to put the seasonal decorations and that the totes be taken down into the church basement where they could be labeled and stacked. The president and others offered to help in organizing the decorations. The decorator seemed amenable to the offer.

In both situations, I resisted the temptation to become highly anxious and waited for the right timing to either allow the situation to resolve itself or to intervene.

Resources

[PDF] An Example of a Kitchen Manual from a Minnesota Church

The kitchen at this church is used by many people, including members of the congregation and groups from the broader community. Though these groups and individuals may have different ideas about food safety and sanitation than the ones described in this manual, groups that use the kitchen in this building must practice the standards listed in this document.

<http://www.health.state.mn.us/divs/eh/food/pwdu/fsp/cookcrowd/kitchenmanual.pdf>

Images for Kitchen Manual from a Minnesota Church

https://cpcdowningtwn.org/wp-content/uploads/sites/88/2017/06/KITCHEN-MANUAL_KMC_April-152017-1.pdf

http://www.wvfaith.org/uploads/7/2/7/0/7270336/kitchen_manual.pdf

<http://henriettaucc.org/HuccWeb10/wp-content/uploads/2015/12/KITCHEN-MANUAL-FOR-HUCC.pdf>

<https://www.nhumc.net/kitchen-manual/>

Church Kitchen | Regain Your Space

You Get Organized; Before and After Photo Gallery; Home and Office Organization FAQs; Client Testimonials; Industry Links and Resources ... Church Kitchen.

<http://www.regainyourspace.com/gallery/church-kitchen/>

Images for Church Kitchen | Regain Your Space

Dollar Tree Organizing Church Kitchen - YouTube

I'm in charge of the kitchen now at church. I used baskets from the Dollar Tree.

<https://www.youtube.com/watch?v=lnnGzNq-yK8>

Images for Organizing Church Kitchen

28) Remodeling the church kitchen

I served as a bridge pastor for a couple months at one assignment. The interim pastor before me urged the congregation to remodel the kitchen. Later, the installed pastor told me about the completed project.

Resources

Commercial church kitchens - Church Executive

A church considering a commercial kitchen finds out quickly it's a big undertaking. They must navigate a multitude of equipment and construction requirements, plus liabilities, staffing and inspection considerations.

<http://churchexecutive.com/archives/commercial-church-kitchens>

Images for Commercial church kitchens - Church Executive

Designing Church Kitchens -- Part 1 - Heimsath Architects

There are two main factors when designing or renovating a kitchen: how you plan to use the kitchen and how the code authorities apply the code to what you are doing.

<http://www.heimsath.com/blog-0/bid/39209/Designing-Church-Kitchens-Part-1>

<http://www.heimsath.com/blog-0/bid/39213/Designing-Church-Kitchens-Part-2>

Images for Designing Church Kitchens

Remodeling Community or Church Kitchens - Extension Store

6 Steps to Successful Kitchen Remodeling

1. Define how the kitchen is used
2. Consider general layout and design principles
3. Establish a budget
4. Draw a draft layout
5. Discuss project with contractor or builder
6. Monitor construction

<https://store.extension.iastate.edu/.../Remodeling-Community-or-Church-Kitchens>

<https://store.extension.iastate.edu/Product/Remodeling-Community-or-Church-Kitchens>

Images for Remodeling Church Kitchen

29) Will a basketball court draw the kids to church?

A congregation in a city with a population of 1,696 built a multi-purpose room with a basketball hoop at each end with adjoining classrooms and kitchen. This congregation struggled with the debt until the endowment fund agreed to pay off the last of it. This congregation offered a pre-school for kids 3 years – 5 years until the director retired and a replacement could not be found.

Lyman Hall - Page 26 - Google Books Result

"We got us a nice big fancy new church, so a lot of people can come to church. Now we need us a big fellowship hall.

Already got Ben drawing one up for us. ... It's also going to be a gym for the kids," Jet ... Ben says that he can fix it so that the floor can be moved, and the basketball court can be turned into an ice skating rink.

<https://books.google.com/books?isbn=1434323978>

Images for a basketball court in a church

30) Church credit card

Invariably, I follow a pastor who used a church credit card to purchase church supplies. I prefer not to be involved in those financial matters and to leave purchases to others. On those occasions that I purchase something and ask to get reimbursed, I submit an expense voucher together with the receipt.

Resources

Beware the Dangers of Church Credit Cards - LifeWay

It's difficult for a church to operate without its own credit card. Many churches pay for business expenses by this means. If handled properly, a church credit card raises less concern with the IRS in handling church-ministry expenses. However, many churches do not realize the dangers of credit cards.

The following church credit card perils should alert churches to potential risk. Respond by taking the appropriate steps to avoid these common dangers.

<http://www.lifeway.com/Article/beware-the-dangers-of-church-credit-cards>

Images for Beware the Dangers of Church Credit Cards - LifeWay

<http://www.scnuc.org/voices/2017/09/ucc-conference-church-vitality/church-credit-cards-are-they-worth-the-risk/>

Images for church-credit-cards-are-they-worth-the-risk

<https://www.foxbusiness.com/features/church-should-limit-users-of-its-credit-card>

<https://www.creditcards.com/credit-card-news/church-limit-credit-card-users-1585.php>

Images for church-limit-credit card-users

<https://www.startchurch.com/blog/view/name/how-pastors-misuse-church-credit-cards-what-to-do-about-it>

Images for how-pastors-misuse-church-credit-cards-what-to-do-about-it

<https://churchexecutive.com/archives/credit-card-use-in-churches-can-be-good-bad-or-just-plain-ugly>

Images for credit-card-use-in-churches

Credit Card Usage Policy

CHURCH CREDIT CARDS may be made available to staff members with the Pastor's approval. Annual credit card fees will be charged to the ministry account of the person to whom the card is issued. These cards are to be used only for purchases for use by the Church. Statements and sales receipts must be submitted to the finance office, accompanied by a completed purchase requisition detailing items purchased and account to be charged, approved by the staff member responsible for the account being charged.

Payment will be made directly to the Credit Card Company. Statements must be submitted in a timely manner so as to avoid late charges. Late charges incurred because of late submittal will be the personal responsibility of the individual.

http://gabaptist.org/wp-content/uploads/2013/01/pdf_cfs_churchcreditcard.pdf

Images for Credit Card Usage Policy

<https://www.churchlawandtax.com/lessons/content/church-credit-cards.html>

<http://gracehillchurch.com/wp-content/uploads/Credit-Card-Agreement.pdf>

Images for church/Credit-Card-Agreement

[PDF]Sample Expense Voucher Form "CHURCH NAME" Expense Voucher – ELCA Resource Repository

The sample voucher form below can be used for direct payment or reimbursement of business expenses for the church. A church member can use the form to request direct payment or reimbursement for purchase of church-related items, such as paper plates for the church kitchen, cleaning supplies or a new electrical switch for the sanctuary. A staff member can use the voucher to request direct payment or reimbursement of expenses pursuant to an accountable reimbursement plan.

http://download.elca.org/ELCA%20Resource%20Repository/Sample_Expense_Voucher_Form.pdf

Images for Sample Church Expense Voucher Form – ELCA Resource Repository

https://www.okumc.org/files/files_library/local_church_treasurer_handbook29_bg85psmg.pdf SAMPLE EXPENSE VOUCHER

https://www.elmwoodchurches.org/uploads/1/0/1/7/101757978/eupc_expense_voucher_blank_2017.pdf

<http://hopechurchabq.com/form/westside-form/expense-voucher-westside/>

http://stmarks.net/assets/pdf/Expense_Voucher_October_2015.pdf

http://www.redeemberbaptistbr.org/uploads/2/8/3/7/2837023/1-expense_voucher_rev1_jan2012.pdf

<http://www.bedingtonumc.org/forms/bumcexpensevoucher5.pdf>

<http://www.bedingtonumc.org/forms/bumcexpensevoucher20170428.pdf>

<http://stdemetrios.net/assets/files/Reimbursement%20Form.pdf>

Should We Issue Corporate Cards to Pastors and Staff?

If your church does not currently have a corporate credit card, the first step is to assess whether or not you truly need one. While a corporate credit card can make purchases more convenient for staff, consider what it will take to create and enforce a credit card policy, and to reconcile the account each month.

If your church decides that it would benefit from a credit card, the next step is to determine which staff members will receive one. You may have staff members who want access because they don't have enough financial credit to use their personal cards for large purchases. Church leadership should be responsible for deciding who receives a card, however, not the individual staff members.

<http://www.churchlawandtax.com/web/2014/may/should-we-issue-corporate-cards-to-pastors-and-staff.html>

Images for Should We Issue Corporate Cards to Pastors and Staff?

Images for Church Law & Tax | Lead your ministry with confidence

<http://www.xpastor.org/finance/finance-policy/should-your-church-use-corporate-credit-cards/>

[Images for should-your-church-use-corporate-credit-cards](https://www.capincrouse.com/corporate-credit-cards-and-your-church-important-considerations-and-guidelines/)
<https://www.capincrouse.com/corporate-credit-cards-and-your-church-important-considerations-and-guidelines/>
[Images for corporate-credit-cards-and-your-church-important-considerations-and-guidelines](https://www.capincrouse.com/corporate-credit-cards-and-your-church-important-considerations-and-guidelines/)

31) Preschool and daycare

I served one large congregation that was contemplating constructing a new facility in order, among other things, to accommodate a growing preschool and daycare. After I left, the congregation commenced and completed such a project under the able leadership of the new installed pastor. I served another large congregation that considered a preschool and daycare but decided against it. It was a good thing because the congregation later split. Part of the membership left and formed a Lutheran Congregations in Mission for Christ congregation and met in rented space in a shopping plaza.

Dick Mathisen, an interim pastor in Southeastern Pennsylvania Synod of the ELCA, offered suggestions in an article of the 6/11/2017 Interim Ministry Association imanewsletter@msn.com. The article was timely as I was preparing to accept a new assignment on 7/1/2017 where one of the congregations in a village operated an early childhood learning center.

Dick Mathisen, an interim in Southeastern Pennsylvania Synod, offered his suggestions to a gathering of SEPA interim pastors a few years ago. He discussed the entire relationship of the interim pastor and the preschool or daycare but focused especially on the financial relationship.

How much ought the preschool or daycare pay to the church as reimbursement for normal expenses? Dick had specific suggestions and an overall worksheet for calculations. Since it might be useful to other interim pastors, Dick agreed to post it on the IMA Website (imaelca.org). <https://www.imaelca.org/the-financial-relationship-of-a-church-and-its-preschool/> His brief summary of the financial relationship is based on three general principles: #1 - The Preschool or Daycare is a ministry, not a tenant. #2 -- The Preschool or Daycare ought to reimburse the church for all out-of-pocket expenses directly attributable to the Preschool or Daycare. #3 -- The Preschool or Daycare ought to make such additional contributions to the church as seem appropriate.

The trickiest question is how to calculate the expenses. Most churches simply make a guess, which is fine. However, if conflicts arise, a more detailed calculation may be useful. Even difficult items such as electricity or heat can be estimated. ([The entire 4-page memo is available on the IMA Website.](#)) If anyone has comments or questions, they can feel free to contact Dick at richard.a.mathisen@gmail.com

At the end of my 4-month interim bridge assignment, I was given a card by the director of the early childhood learning center with statements from learning center workers:

We are going to miss you so much! It's been wonderful coming to work every day and being greeted by your smile. May your next journey be as eventful as this one was ☺! *Criss Cross Apple Sauce. ☺*

Smiles,

Good luck on your next endeavors! I know the kids will miss stopping by your office to say hello!

It was a pleasure having you here with us for this all too short period of time. Good luck and God Bless!

Good luck on your new adventure we will miss stopping by your office and saying hello ☺

God's Blessing on Your Next Journey!!

The best of the best on your next adventure! Thank for always having a nice and friendly smile. Our kids loved saying hi to you! God bless your way

Three large congregations in the Northwest Synod of Wisconsin operate extensive children's ministries.

Resources

Bethel Highlands Preschool - Hudson, WI

Bethel Highlands Preschool, an instrument of God's grace, love and compassion, exists to serve and support families of the greater Hudson community. We provide a safe and loving environment in which an excellent educational program nurtures the spiritual, physical, emotional, social, and cognitive development of the unique God-given gifts of each child.

<http://www.bethelhighlandspreschool.org/>

<https://www.facebook.com/bethelhighlandspreschoolorg/>

[Images for Bethel Highlands Preschool - Hudson, WI](#)

First Lutheran Church | Welcome!

Child Care Center

First Lutheran Childcare Center

The philosophy of First Lutheran Childcare Center is the belief that children need a safe and nurturing environment that will enhance their spiritual, social, emotional, cognitive, and physical growth and development.

Our goal is to provide meaningful learning experiences for children at their individual level of development. We accomplish this by providing children with the opportunity to participate in a variety of age-appropriate, cross-curricular, hands-on activities, such as: dramatic play, music, art, science, language, literature, math, cooking, field trips, guest speakers, special events, computers, sensory, games and outside play. Each day consists of self-guided play, teacher-directed activities, and small and large group time.

FLCC is licensed by the state of Wisconsin to provide child care and educational programs for 100 children, ages 6 weeks to 12 years. First Lutheran Childcare Center has a partnership with the School District of New Richmond to provide a 4K program.

Hours of Operation: 6:00 am to 6:00 pm

For more information or to enroll, please call: 715-246-3199 or e-mail: [Nickey Omann](mailto:Nickey.Omann@flcc.org)

<http://www.firstdaynr.org/child-care-center>

<http://www.firstdaynr.org/Childcare>

Images for first lutheran child care center new richmond wi

Noah's Ark Preschool - Trinity Lutheran Church - Eau Claire, WI

Trinity Lutheran Church is dedicated to providing a quality early childhood program in a safe and caring Christian environment for 88 children each school year. We are an extension of the Children's Ministry program at Trinity Lutheran Church and licensed by the state of Wisconsin. Our purpose is:

To share the Good News of Jesus Christ with the children of our church and the greater community.

To engage children in activities that will help them discover how wonderfully God has created them.

To encourage children in Christian attitudes of respect, kindness, thoughtfulness, service, hope, forgiveness, peace, and love.

To have children consider church as a great place to meet friends, to help others, to have fun, and to form life-long connections.

To help children learn what it means to be a disciple.

<http://www.trinity-ec.org/preschool.phtml>

<https://www.facebook.com/noahsark.trinitylutheran/ec/>

Images for Noah's Ark Preschool - Trinity Lutheran Church - Eau Claire, WI

I received questions from one pastor working on constitution language for their children's ministry.

Do you have any examples of bylaws for a childcare, or do you have any suggestions of places to contact? We need to clarify the roll of the council and childcare board, and demonstrate more clearly our unity. Would this be a bylaw or resolution replacing old resolution?

I replied as follows:

[Do you have any examples of bylaws for a childcare, or do you have any suggestions of places to contact?]

The author of this article may have some ideas. His email address is given.

The Financial Relationship of a Church and its Preschool :: Interim Ministry Association of the ELCA

<https://www.imaelca.org/the-financial-relationship-of-a-church-and-its-preschool/>

Images for The Financial Relationship of a Church and its Preschool :: Interim Ministry Association of the ELCA

I found the following bylaws on the internet:

[PDF]Bylaws – First United Methodist Church Preschool - Vandalia United Methodist Church Preschool

<http://www.vandaliafirstumc.org/docs/Preschool/Preschool%20Bylaws.pdf>

Images for Bylaws – First United Methodist Church Preschool

[We need to clarify the roll of the council and childcare board, and demonstrate more clearly our unity. Would this be a bylaw or resolution replacing old resolution?]

I suggest an appendix functioning as a continuing resolution if something similar to the Vandalia example above is used.

32) Fraud and embezzlement at an early childhood learning center

One congregation experienced fraud and embezzlement in their early childhood learning center and made changes to prevent further such instances.

Resources

IMMANUEL LUTHERAN CHURCH - Home

Creative Beginnings Early Learning Center

April 26, 2018

Dear Parents and Immanuel Congregation,

As you know, there have been many changes at Creative Beginnings Early Learning Center over the past weeks. This was all precipitated after the sudden death of Keri Solberg. Around that time, it came to our attention that there were financial concerns regarding CBELC funds. We were not allowed to discuss the matter until a police investigation was completed and

released. That time has now come, so we are informing you that the investigation revealed that fraud and embezzlement occurred with CBELC funds. The church council is attempting to recover some of that money through their insurance company. Other measures are also being considered.

We assure you that CBELC is thriving under the direction of Dusti Bolgrin, CBELC Board, and the Immanuel Church Council. There are many positive changes in the works for the staff and parents that will ensure that your child/children are in a nurturing environment. Measures have been put in place to oversee the management of funds with a checks and balance system.

We will be having a parent meeting in the near future to discuss the exciting changes. We appreciate your patience over the last couple months and look forward to the future of CBELC.

Sincerely,

CBELC Board Members

Denise Durham Luke Hanson Mikaela Stendahl Rita Berge Vickie Hanson

<http://www.immanuel-strum.com/> BULLETIN BOARD MONTHLY NEWSLETTER TO THE ARCHIVES... 2018 NEWSLETTERS May_2018.pdf Page 3

<http://www.immanuel-strum.com/bulletin-board.html>

[file:///C:/Users/Owner/Downloads/may_2018%20\(1\).pdf](file:///C:/Users/Owner/Downloads/may_2018%20(1).pdf)

<https://www.cremationsociety-wi.com/obituary/Keri-Kiki-Marie-Solberg/Osseo-WI/1786169>

<http://www.immanuel-strum.com/creative-beginnings-early-learning-center.html>

Images for IMMANUEL LUTHERAN CHURCH - Creative Beginnings Early Learning Center

Immanuel Lutheran Church Council

March 13, 2018

Discussion was about Creative Beginnings issues i.e., financials, staffing, and audits.

The council presented a resolution to continue with Matthew Nelson and Tom Wagener to continue research into Creative Beginnings financials on behalf of the council and report findings to the council. Motion was made by Mark Rogness and seconded by Jenny Tollefson. Motion passed.

A Board of Directors is needed for Creative Beginnings. This will be discussed with the Creative Beginnings Board.

A resolution was presented to file a formal complaint with the Trempealeau County Sheriff's Department concerning financial issues within Creative Beginnings. Motion was made by Vickie Hanson and seconded by Jenny Tollefson. Motion passed.

There was a discussion of the possibility that money may have to be loaned to Creative Beginnings as needed. This will be further discussed as deemed necessary. Motion was made to adjourn by Jenny Tollefson and seconded by Vickie Hanson at 8:38 p.m.

Motion passed. Respectfully submitted, Vickie Hanson

The Executive Committee members, Char Myhers, Vickie Hanson, and Jenny Tollefson, met with Michelle Peaslee at her request concerning procedures in the church. Michelle, Parish Administrator, has requested the following:

A locked drop box for donations received during the week to be opened by someone other than the Administrator.

All mail received will be stamped with the date.

Additional counters are needed for the counting of the offering. Presently only one person does it with the Administrator; would like a counting team of 5 unrelated individuals for proper rotation.

Monthly reconciliation with the Council Treasurer.

Finances published in the weekly bulletin and in the monthly newsletter.

Annual Financial Review performed by Finance Ministry Team.

Checks signed weekly on Tuesdays by the President of the Church Council.

Checks over \$500.00 require two signatures.

Credit card for the church must have a receipt for each transaction, and reviewed by Council Treasurer.

Payroll, payroll taxes, account transfers for restricted funds, automatic payments for electric bills, TCC, Midwest Gas, Portico, janitorial supplies, and water cooler, all to be reviewed by Council Treasurer.

Council Treasurer to report monthly findings to council at monthly meeting.

Annual Financial Review results to be presented to the Council before the first Annual Meeting of the year. ***A formal written Accounting Policies & Procedures manual is in the works and will be presented to the council for approval.***

[file:///C:/Users/Owner/Downloads/may_2018%20\(1\).pdf](file:///C:/Users/Owner/Downloads/may_2018%20(1).pdf) Page 4

Immanuel Lutheran Church Council

April 10, 2018

- Immanuel Lutheran Council appoints Vickie Hanson to join CBELC council team. Motion made to approve by Mark Rogness and second by Kate Back

- ILC releasing a copy of the insurance rider to CBELC

- Dusti Bolgrin to be authorized signer for checks and a credit card, with a \$1,000.00 limit from United Bank for the sole purpose of CBELC, not a debit card. Motion made to approve by Mark Rogness and second by Peter Berge.

- When ILC and CBELC agree on the wording for releasing the information regarding CBELC, it will be put in the ILC newsletter. Motion made to approve by Mark Rogness and second by Peter Berge.

[file:///C:/Users/Owner/Downloads/june_2018%20\(3\).pdf](file:///C:/Users/Owner/Downloads/june_2018%20(3).pdf) Page 3

Immanuel Lutheran Church Council

May 17, 2018

Tom Wagener present further information on Creative Beginnings recovery status. The insurance company has been given the documentation. The insurance company will notify Tom of a settlement and he will notify the council of the amount they will pay out. The CBELC board is in the process of restructure and will give a report to council soon. Michelle presented an Accounting Policies & Procedures manual for approval. The council members will review and approve next month.

[file:///C:/Users/Owner/Downloads/july_2018%20\(1\).pdf](file:///C:/Users/Owner/Downloads/july_2018%20(1).pdf) Page 3

33) Get in good with the quilters

I started a new assignment in a two-point parish and deliberated when to offer office hours at the church 10 miles away from where I was staying. I chose Tuesday morning as it was the day the quilters met. That way I could eat lunch with them. The next assignment in another two-point parish I chose Wednesday morning to offer office hours as it was the day the quilters met. The next assignment in a four-point parish I chose Thursday morning to offer office hours as it was the day the quilters met.

Quilters | Zion Lutheran Church

The quilting group meets each Monday, September through May, at 9:15am in Augustana Hall. Anyone interested in participating in this ongoing project is encouraged to join the group at any time.

<https://www.zionlutheran-manistique.org/quilters>

Images for Quilters Lutheran

<http://crosslutheranmilwaukee.org/ministries/quilting-ministry.html>

<https://www.midvalelutheran.org/serve-share/lutheran-world-relief-quilters>

Images for lutheran-world-relief-quilters

<http://mtzionhudson.com/adult-quilters.html>

<http://www.stjamesnecedah.com/page/quilters>

http://www.gracelutheranjohnstown.org/about_us/quilt_group

<http://trinitylutheranportland.org/outreach-ministries/piecemakers-quilters/>

Images for outreach-ministries/piecemakers-quilters

<http://goodshepherdbismarck.com/small-goups/> Good Shepherd Quilters

<http://stmichaellutheran.org/Quilters>

<http://www.paynesvillelutheran.org/quilters.html>

<http://stmikeslutheran.org/quilters/>

<http://www.firstlutherancenterville.org/women-s-ministry/quilters/>

<http://www.losd.org/events-retreats/outlaw/passionate-quilters.html>

<http://rlcjuneau.com/missions/quiltministry.html>

Images for missions/quilt ministry

34) Cemetery Association

A cemetery association of an open country church at its spring annual meeting deliberated a policy on how to handle overgrown branches. Through the years, people planted trees and shrubs near the plots of loved ones. Some maintained the plantings, while others did not. The question was asked about the policies of other cemetery associations. A member stated that a neighboring cemetery association made a policy that the association has the right to manage trees and shrubs for the good of the cemetery. The decision was made then to limit the size of shrubs that could be planted and to trim trees and shrubs as it saw fit. While a cemetery association generally manages its business without needing advice from an interim pastor, it is helpful to know what other cemetery associations do to provide background.

Cemetery Rules & Regulations | Waltham - City of Waltham

[Residency](#)

[Interments](#)

[Monuments, Headstones and Markers](#)

[Plantings, Decorations and Use of Property](#)

[Conduct of Visitors](#)

[Perpetual Care](#)

[Disinterment](#)

[Veterans' Graves](#)

<http://www.city.waltham.ma.us/cemetery-department/pages/cemetery-rules-regulations>

Images for Cemetery Rules & Regulations

<https://www.elmwoodhistoriccemetery.org/cemetery-services/rules-and-regulations/>

<http://www.oakridgecemetery.org/OakRules030111.pdf>

https://www.romemonuments.com/cemetery_rules_and_regulations

<https://www.goldencemetery.com/rules-regulations/>

http://www.catholic-cemeteries.org/rules_and_regulations.aspx

<http://websterchurch.org/node/98> Cemetery Rules & Regulations | Webster United Church of Christ

<http://www.stjoecemetery.org/RULES-AND-REGULATIONS>

<http://www.calvarycemeteryqueens.com/rules-and-regulations.asp>

<http://stmichaelscemetery.com/rules-regulations/>

https://www.northyarmouth.org/sites/northyarmouthme/files/uploads/nycc_rules_regulation_amended_10-19-2015.pdf
<https://thelaurelhillemetery.org/visit/rules-regulations>



Immaculate Conception Catholic Church (Peach Grove, Kentucky) – Wikipedia
[https://en.wikipedia.org/wiki/Immaculate_Conception_Catholic_Church_\(Peach_Grove,_Kentucky\)](https://en.wikipedia.org/wiki/Immaculate_Conception_Catholic_Church_(Peach_Grove,_Kentucky))

35) Church signs

Many of the congregations I have served have done well simply to get the times for services of worship up on the church sign, so I have not had much experience with the changing of sayings on the church sign. Some churches are becoming enamored with the flashing neon signs, so the church secretary is often assigned to change the message. Neon signs are not something I encourage, but I think there will be more of the kind in the future.

Resources

Best 25+ Church signs ideas on Pinterest

<https://www.pinterest.com/explore/church-signs/>
Images for church signs pinterest
<https://www.pinterest.com/Christands/creative-church-signs/>
<https://www.pinterest.com/williebiscuit/church-signs/>
<https://www.pinterest.com/pjh266/church-signs/>
<https://www.pinterest.com/dsutherland53/funny-church-signs/>

Church Signs Across America by Steve Paulson (Author), Pam Paulson (Author)

A full-color celebration of the American religious tradition of church signs features a wide range of whimsical and inspiring examples, in a volume that includes such entries as "Families are like fudge - mostly sweet with a few nuts" and "Looking for a lifeguard? Ours walks on water." Reprint.

Celebrate the wit, charm, and verse of church signs from every state in this drive-by tour! You'll also discover the diversity of architecture in photographs of imposing and humble American churches. An uplifting, amusing, and inspiring classic!

After finding their inspiration for the book during a road trip from Florida to Alaska, husband and wife team Steve and Pam

Paulson traveled through all fifty states photographing the signs of churches large and small, and of every denomination.

<https://www.amazon.com/Church-Signs-Across-America-Paulson/dp/1590202163>
https://www.goodreads.com/book/show/671887.Church_Signs_Across_America
<https://www.barnesandnoble.com/w/church-signs-across-america-steve-paulson/1007518293>
<https://www.cokesbury.com/product/9781590202166/church-signs-across-america/>
<https://www.powells.com/book/church-signs-across-america-9781590202166>
<https://www.youtube.com/watch?v=1cMK4gmm8Ks> Church Signs: Effective or Outdated? – YouTube
<http://theoverlookpress.blogspot.com/2007/08/meet-authors-of-church-signs-across.html>
http://www.martinmcleanlit.com/new_releases.html
<https://www.firstthings.com/article/2007/10/002-reading-the-signs>
<https://memwrites.wordpress.com/2014/10/08/memwrites0308/> 'Church Signs Across America' delivers just what its title promises
<https://www.amazon.com/Steve-Paulson/e/B0034PDPEQ>
Images for Steve Paulson (Author), Pam Paulson (Author) Church Signs
Images for Church Signs Across America by Steve Paulson (Author), Pam Paulson (Author)

14 Funny Church Signs - Best Church Signs Messages

Every church has one: The big sign out front complete with changeable block letters. Sometimes the messages are meant to inspire people or make a statement. Other times, they're just trying to make us laugh. Read through some of the funniest and most amusing church signs from small towns across the country and just try not to crack a smile.

<https://www.countryliving.com/life/news/a42102/funny-church-signs/>
Images for Funny Church Signs - Best Church Signs Messages
<http://www.beliefnet.com/inspiration/funny-church-signs.aspx>
<https://www.pinterest.com/cindymerchant/funny-church-signs/>
<http://sayingsforchurchsigns.com/categories/funny-humorous/>
<https://www.southernliving.com/culture/funny-church-signs>
<http://www.funnysigns.net/category/church/>

<https://www.littlethings.com/funny-church-signs/>

Now Open Sundays!: A Celebration of Signs from a Church with a Message by Rev. Paul Sinclair (Author)

Now Open Sundays! is a joyful and very funny gift book from Reverend Paul Sinclair. For the past twenty years, he has put up humorous church signs outside his Willesden church, grabbing the attention of passers-by - and indeed, on occasion, the media too. Each sign is a witty and thought-provoking reminder of faith, spreading peace and love in a wonderfully eccentric way. Regardless of religion, this book celebrates life and laughter. Thanks to Dawkins and his chums, much attention has recently been devoted to damning the importance of religion. *Now Open Sundays!* is a unique counterpoint, skewering the foibles of the modern world with a sharp sense of humor and with God on its side.



<http://www.amazon.co.uk/Open-Sundays-Rev-Paul-Sinclair/dp/1906032831>

<http://www.dailymail.co.uk/news/article-1253859/A-sign-God--wacky-vicar-The-witty-church-hoardings-recruiting-worshippers-sense-humour.html>

https://www.goodreads.com/author/show/460932.Paul_Sinclair

Images for Rev. Paul Sinclair (Author)

[Images for Now Open Sundays!: A Celebration of Signs from a Church with a Message by Rev. Paul Sinclair \(Author\)](#)

Sayings for Church Signs

<http://www.sayingsforchurchsigns.com/freeresource/>

Images for Sayings for Church Signs

<https://www.stewartsigns.com/blog/101-funniest-church-sign-sayings>

<https://chartcons.com/50-church-sign-sayings/>

Seven Church Signs that Give a Positive Impression – ThomRainer.com

Many churches, however, have positive signs posted around the church facilities.

<http://thomrainer.com/2016/02/seven-church-signs-that-give-a-positive-impression/>

Images for Seven Church Signs that Give a Positive Impression – ThomRainer.com

25 Church Signs That Are Too Clever for Their Own Good

<http://www.buzzfeed.com/erinchack/church-signs-that-are-too-clever-for-their-own-good#.lvYoDDz35>

Images for 25 Church Signs That Are Too Clever for Their Own Good

<https://blavity.com/these-clever-church-signs-just-might-get-all-you-natural-born-sinners-to-stop-by-next-sunday>

<https://www.eatliver.com/funny-and-clever-church-signs/>

Images for funny -and-clever-church-signs

https://aplus.com/a/these-clever-church-signs-are-a-gift-from-god?no_monetization=true

Images for clever-church-signs-are-a-gift-from-god

36) Fire extinguishers

The fire inspector called me on Monday evening of Holy Week saying that he would like to inspect the fire extinguishers at the open country church 8 miles from the parsonage the next morning and wondered if I could open up the church for him. I agreed to do so. Following the phone call, I read about the fire at the Notre Dame Cathedral in Paris, France. After his inspection, I brought up this new item. Both of us lamented the tragedy of this devastating fire.

Notre Dame Cathedral in Paris on fire - MSNBC.com

Witness Ken Leclair was outside the cathedral when the fire broke out and describes the smoke and flames completely engulfing the cathedral.

<https://www.msnbc.com/velshi-ruhle/watch/notre-dame-cathedral-in-paris-on-fire-1493990979888>

[Images of notre dame cathedral in paris on fire](#)

37) Snow plowing

Eight inches of snow fell on Saturday, 3/31. I was relieved that it did not fall on Easter Sunday, 4/1. No foolin'! One of the men came to plow the parking lot. The ground had thawed earlier, and the gravel was soft. Sure enough, when he was plowing on a slope, he could not back up, so he had to get another man in his truck to pull him back up. The Congregation Council at its previous meeting had talked about paving the parking lot.

Resources

How do YOU plow large lots? | PlowSite

I've seen some good graphics posted on here that illustrate several good techniques for plowing residential drives, and thought it would be interesting see how everyone goes about clearing large commercial lots.

Great site guys, keep up the good work.

Think Snow

<https://www.plowsite.com/threads/how-do-you-plow-large-lots.15113/>

Images for plow large lots | PlowSite

<https://info.bosspow.com/blog/blog/bid/113452/how-to-efficiently-snowplow-a-parking-lot>

<https://snow-removal.promatcher.com/articles/Commercial-Parking-Lot-Plowing-Cost-2091>

<https://www.youtube.com/watch?v=jR1VsezT3go> Snow Removal Operation in a Large Parking Lot – YouTube

Images for Snow Removal Operation in a Large Parking Lot - YouTube

3 Options for Managing Snow Removal Expenses at Church

Here are some options for managing the costs related to snow removal expenses in the days ahead, and the pros and cons of each method for churches:

<http://www.aspengroup.com/blog/3-options-for-managing-snow-removal-expenses>

Images for Options for Managing Snow Removal Expenses at Church

<https://www.agfinancial.org/blog/church-risk-management-your-winter-checklist/> SNOW/ICE REMOVAL FROM PARKING LOTS

Images for SNOW/ICE REMOVAL FROM PARKING LOTS

When you let a Snowplowing Noob in the seat of the Truck - YouTube

There is more to running a snowplow truck than jumping in and pressing on the gas pedal. Today I teach a Noob how to plow a parking lot (the right way) with a truck.

<https://www.youtube.com/watch?v=OkNnCK52i1c>

Images for When you let a Snowplowing Noob in the seat of the Truck - YouTube

Images for plow a parking lot (the right way) with a truck

38) Being organized

My carpenter father used to say, "Keep your tools close to your work." He took his tools out of the truck for each job, hauled them by hand or cart to the house, and got set for his work. Then, after the job was completed, he took his tools out of the house and back on the truck. He knew the importance of being organized to be as efficient as possible.

Resources

Best 10+ Getting organized ideas on Pinterest

<https://www.pinterest.com/explore/getting-organized/>

Images for getting organized on Pinterest

<https://www.pinterest.com/pattyblake/getting-organized/>

<https://www.pinterest.com/onemanswife/organizing-ideas-help-getting-more-organized/>

How to Get Organized in Pastoral Ministry | Pastoralized

Becoming better all-around pastors

<http://www.pastoralized.com/tag/how-to-get-organized-in-pastoral-ministry/>

Images for How to Get Organized in Pastoral Ministry | Pastoralized

Managing the Church Office: An Ever-Changing Challenge

Many aspects of the church office are radically different from what they were just a few years ago. No longer is the church office just a place to store lost Bibles and Sunday School material. It is now a fast-paced, business-oriented, bustling place.

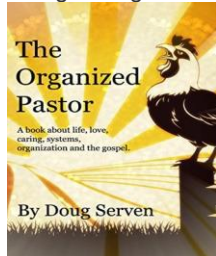
How does a pastor handle all the details of church office management?

http://enrichmentjournal.ag.org/200304/052_off.cfm

Images for Managing the Church Office: An Ever-Changing Challenge

The Organized Pastor: Life, Love, Caring, Systems, Organization, and the Gospel Message by Doug Serven (Author), Julie Serven (Editor)

Being an organized pastor helps you even better care for the members of your church and community.



<http://www.amazon.com/The-Organized-Pastor-Systems-Organization-ebook/dp/B00OS7IE9U>

<http://www.goodreads.com/book/show/23556999-the-organized-pastor>

http://www.gettextbooks.com/author/Doug_Serven_Editor
<https://www.amazon.com/Doug-Serven/e/B00OYV21YO>
http://www.goodreads.com/author/show/3954786.Doug_Serven
Images for Doug Serven (Author) the organized pastor
http://www.goodreads.com/author/show/9851407.Julie_Serven
Images for Julie Serven (Editor)
[Images for The Organized Pastor: Life, Love, Caring, Systems, Organization, and the Gospel Message by Doug Serven \(Author\), Julie Serven \(Editor\)](#)

39) Details, details, details...

As I look back on my pastoral ministry since 1980, the amount of details has increased exponentially. *Appreciate* and *adapt* are two sides of the same coin for handling details.

To *appreciate* is to notice the details.

Resources

Attributes of Leadership – Mastery of Detail | Back-Office Bulletin

Successful leadership calls for mastery of details of the leader's position – [Napoleon Hill](#)
<https://kerwynhodge.wordpress.com/2013/05/15/attributes-of-leadership-mastery-of-detail/>
Images for Attributes of Leadership – Mastery of Detail

Details Quotes - BrainyQuote

<http://www.brainyquote.com/quotes/keywords/details.html>
<https://www.brainyquote.com/topics/details>
Images for Details Quotes
<https://www.goodreads.com/quotes/tag/details>
<http://www.wiseoldsayings.com/attention-to-detail-quotes/>
<https://www.azquotes.com/quotes/topics/attention-to-detail.html>
Images for attention to detail
<https://quotescover.com/topics/detail>
<https://www.azquotes.com/quotes/topics/details.html>
<https://www.azquotes.com/quotes/topics/small-details.html>
<https://www.ranker.com/list/notable-and-famous-detail-quotes/reference>
<https://www.facebook.com/BeautyOfLife.PerfectionInTheDetails>
Images for Perfection In The Details

Life is in the Details: art + food + life - Typepad

Hi there. Thank you so much for stopping by and visiting my blog. I'm a mom, yoga teacher, artist, and foodie. I am a 200-hour registered yoga teacher (RYT), an ACE-certified personal trainer, and a Spinning-certified indoor cycling instructor. I enjoy cycling on the roads and trails of my home in Northern Virginia, playing outside (and in our dining-room-turned-art-room) with my kids, hanging out with my husband, trying out new recipes in the kitchen, documenting all of the wonderful details of life through the lens of my camera, creating mixed-media art and jewelry, tending to my small kitchen garden, and reading. I spend entirely too much time thinking about food, browsing through my cookbook collection, and visualizing all the yummy things I want to cook and bake.

I am a lifelong learner and an ever-evolving work-in-progress. I also make lots of lists... lists of books I've *read*, lists of books I *want to read*, lists of things I *want to do*, lists of things she *needs to do*, lists of goals, weekly menu planning lists, lists of places she'd like to visit, and lists of recipes to try. I enjoy listening to music and like to sing as if I were the rock star lead singer (much to the dismay of people within earshot).

I believe it's beneficial to dwell in the realm of possibilities and create many opportunities for adventure (even if they happen to occur in your own backyard, or let's be honest... in your mind). I believe that living creatively, treasuring the everyday moments that makes life extraordinary, nurturing yourself with wholesome, honest, REAL food, and taking naps are the keys to a happy life.

<http://lisacohen.typepad.com/>

Images for Life is in the Details: art + food + life - Typepad

659 best LIFE'S DETAILS images on Pinterest

<https://www.pinterest.com/georgiariti/lifes-details/>
Images for LIFE'S DETAILS on Pinterest
<https://www.pinterest.com/missdetails/its-in-the-details/>
https://www.pinterest.com/lori_sizemore/life-joy-other-details/
<https://www.pinterest.com/artpropelled/beauty-in-the-details/>

Wendy Stregar: Life Is in the Details - Huffington Post

Life is nothing if not the details of time and place that identify the work and relationships that define our existence. We reveal ourselves most honestly and intimately in the smallest of interactions and the tiny incidents of daily routines. When we ignore

and become impatient with the details of our lives, we betray the dreams that created them in the first place. Learning to embrace the details of life and give ourselves to them with the same intentions we held for the dreams that they came from is what transforms our ordinary life to the extraordinary.



http://www.huffingtonpost.com/wendy-strgar/the-truth-is-in-the-detail_b_772711.html

Images for Wendy Stregar: Life Is in the Details - Huffington Post

<http://www.wendystrgar.com/>

<https://www.linkedin.com/in/wstrgar>

<https://www.facebook.com/wendyorlowstrgar/>

<https://www.amazon.com/Love-That-Works-Enduring-Intimacy/dp/1450734286>

To *adapt* is to deal efficaciously with the increasing number of details.

Resources

10 Tips for Remembering the Details of Life

We all, at one time or another, suffer memory lapses - some of us “can’t remember names” or “have trouble with numbers,” or perhaps you have trouble remembering what you are supposed to be doing right now. If you find your memory lapses are becoming more frequent, these Tips for Making Life Easier™ from Shelley Peterman Schwarz may help you keep day-to-day things in mind.

<http://makinglifeeasier.com/TopTips/TopTipsDetailPage/tabid/574/ArticleId/83/10-Tips-for-Remembering-the-Details-of-Life.aspx>

Images for 10 Tips for Remembering the Details of Life

The Organized Mind: Thinking Straight in the Age of Information Overload [Daniel J. Levitin]

New York Times bestselling author and neuroscientist Daniel J. Levitin shifts his keen insights from your brain on music to your brain in a sea of **details**.

The information age is drowning us with an unprecedented deluge of data. At the same time, we’re expected to make more—and faster—decisions about our lives than ever before. No wonder, then, that the average American reports frequently losing car keys or reading glasses, missing appointments, and feeling worn out by the effort required just to keep up.

But somehow some people become quite accomplished at managing information flow. In *The Organized Mind*, Daniel J. Levitin, PhD, uses the latest brain science to demonstrate how those people excel—and how readers can use their methods to regain a sense of mastery over the way they organize their homes, workplaces, and time.

With lively, entertaining chapters on everything from the kitchen junk drawer to health care to executive office workflow, Levitin reveals how new research into the cognitive neuroscience of attention and memory can be applied to the challenges of our daily lives. *This Is Your Brain on Music* showed how to better play and appreciate music through an understanding of how the brain works. *The Organized Mind* shows how to navigate the churning flood of information in the twenty-first century with the same neuro-scientific perspective.



<http://www.amazon.com/The-Organized-Mind-Thinking-Information/dp/052595418X>

<http://www.goodreads.com/book/show/18693669-the-organized-mind>

<https://www.barnesandnoble.com/w/the-organized-mind-daniel-j-levitin/1117225059#/>

<https://www.penguinrandomhouse.com/books/313653/the-organized-mind-by-daniel-j-levitin/9780147516312/>

<https://search.schlowlibrary.org/Record/359703/TOC>

<http://blogs.wsj.com/speakeasy/2014/08/18/ten-tips-on-organizing-your-mind-from-dr-daniel-levitin/>

http://blog.shelfari.com/my_weblog/2014/08/daniel-levitan-on-getting-organized-choosing-priorities-and-the-importance-of-daydreaming.html

<https://www.youtube.com/watch?v=aR1TNEHRY-U> Daniel Levitin: "The Organized Mind: Thinking Straight in an Age of Information Overload" – YouTube

<https://www.youtube.com/user/danieljlevitin> Daniel J. Levitin - YouTube

Images for Daniel J. Levitin - YouTube

<http://www.daniellevitin.com/theorganizedmind/>

<https://www.bostonglobe.com/arts/books/2014/08/17/review-the-organized-mind-daniel-levitin/YhrE2UaLRvukhUuBaAFaIM/story.html#>

http://www.huffingtonpost.com/phil-simon/book-review-the-organized_b_5790124.html

<http://www.seattletpi.com/lifestyle/blogcritics/article/Book-Review-The-Organized-Mind-by-Daniel-J-5500916.php>

<http://www.theguardian.com/science/2015/jan/18/modern-world-bad-for-brain-daniel-j-levitin-organized-mind-information-overload>

<http://www.rightattitudes.com/2017/05/09/the-organized-mind/>

<https://www.nyjournalofbooks.com/book-review/organized-mind>

<http://www.scientificamerican.com/article/book-review-the-organized-mind/>

<https://fbbscn.wordpress.com/2014/10/06/here-are-my-6-lessons-and-takeaways-from-the-organized-mind-by-daniel-levitin/>
<https://unclutterer.com/2014/10/09/book-review-the-organized-mind/>
<http://www.express.co.uk/entertainment/books/555176/The-Organized-Mind-book-review-Thinking-straight-in-the-age-of-information-overload>
<http://www.lse.ac.uk/philosophy/events/daniel-levitin-the-organized-mind-thinking-straight-in-the-age-of-information-overload/>
<https://www.bostonglobe.com/arts/books/2014/08/17/review-the-organized-mind-daniel-levitin/YhrE2UaLRvukhUuBaAFaIM/story.html>
<https://www.thetimes.co.uk/article/the-organized-mind-thinking-straight-in-the-age-of-information-overload-by-daniel-j-levitin-0wxb6dgtbt9>
<https://www.pinterest.com/pin/285486063854532305/> Discover ideas about I Love Books
<https://www.pinterest.com/pin/303500462370032339/> Discover ideas about Brain Science
<https://www.pinterest.com/pin/321585229619799525/> Discover ideas about Personal Development Books
 Images for organized mind on pinterest
https://en.wikipedia.org/wiki/The_Organized_Mind
http://en.wikipedia.org/wiki/Daniel_Levitin
<http://daniellevitin.com/publicpage/>
<https://twitter.com/danlevitin?lang=en>
https://www.ted.com/speakers/daniel_levitin
<https://www.theguardian.com/profile/daniel-j-levitin>
<https://www.amazon.com/Daniel-J.-Levitin/e/B001IGQX56>
http://www.goodreads.com/author/show/81619.Daniel_J_Levitin
 Images for Daniel J. Levitin, author
 Images for The Organized Mind: Thinking Straight in the Age of Information Overload [Daniel J. Levitin]

What Does the Bible Say About Attention To Detail? - OpenBible.info

https://www.openbible.info/topics/attention_to_detail
 Images for bible and attention to detail
<https://everydayencouragement.org/category/gods-attention-to-detail/>
 Images for gods-attention-to-detail
<https://www.ligonier.org/learn/devotionals/god-is-in-the-details/>
 Images for god-is-in-the-details

40) The forest and the trees

The adage reminds one to live in the creative tension of the individual sights and the big picture.

Resources

141 Best Can't See The Forest For The Trees images
<https://www.pinterest.com/americancorvus/cant-see-the-forest-for-the-trees/>
 Images for Can't See The Forest For The Trees on Pinterest
<https://www.pinterest.com/beadnlady/cant-see-the-forest-for-the-trees/>
<https://www.pinterest.com/rebeccapleins/cant-see-the-forest-for-the-trees/>
<https://www.pinterest.com/glend1102/cant-see-the-forest-for-the-trees/>
<https://www.pinterest.com/dianeperazzo/can-t-see-the-forest-for-the-trees/>

see the forest for the trees - Wiktionary

Verb[[edit](#)]

[see the forest for the trees](#) (*third-person singular simple present* [sees the forest for the trees](#), *present participle* [seeing the forest for the trees](#), *simple past* [saw the forest for the trees](#), *past participle* [seen the forest for the trees](#))

1. (*idiomatic*) To discern an overall pattern from a mass of detail; to see the [big picture](#), or the broader, more general situation.
2. (*idiomatic, in the negative, by extension*) To be [overwhelmed](#) by detail to the point where it obscures the overall situation.
Smith is good at detail, but can't see the forest for the trees.

https://en.wiktionary.org/wiki/see_the_forest_for_the_trees

Images for see the forest for the trees

User:Shereth/Don't lose sight of the forest for the trees

According to the old [adage](#), one should not lose sight of the forest for the trees, but what does this mean? A [forest](#) is full of beautiful [trees](#) for the beholding, but when one becomes so engrossed in looking at the individual trees, they may forget that each tree is merely one of thousands in the forest and thus lose sight of the big picture.

http://en.wikipedia.org/wiki/User:Shereth/Don't_lose_sight_of_the_forest_for_the_trees

Images for don't lose sight of the forest for the trees

What do People Mean When They Say Someone Can't See the Forest for the Trees?

It is very easy to get caught up in minutia of a situation, especially when someone works on a problem for an extended period of time or has only been working on one aspect of a larger issue. Being aware of this tendency can make people better problem solvers, as they know that it's a good idea to occasionally talk with other people about the aspects of the project that

they are working on. Such outside advice about a situation can help a person gain perspective and approach a problem from a new angle.

<http://www.wisegeek.org/what-do-people-mean-when-they-say-someone-cant-see-the-forest-for-the-trees.htm>

Images for What do People Mean When They Say Someone Can't See the Forest for the Trees?

41) Office organization

In one assignment, I served 2 congregations and worked out of the parsonage, so I used 3 offices to a greater or lesser extent. In addition, I kept most of my books at my "base camp" home office.

Resources

How to Organize Your Office: Tips and Techniques to Best Use Your Home Office - YouTube

Professional Organizer and Business Consultant Colette Robicheau shares the best ways to organize your home office. See the best products to improve your performance.

<http://www.youtube.com/watch?v=u8-zch135ws>

Images for How to Organize Your Office: Tips and Techniques to Best Use Your Home Office - YouTube

6 Hacks To Organize Your Home Office For Better Productivity - Forbes

Of course, it isn't likely that you can afford a pricy consultant to help you organize your home office. You also deal with different challenges and distractions. Fortunately, there are things you can do to create a better, organized, more productive office.

<https://www.forbes.com/sites/abdullahimuhammed/2017/11/30/6-hacks-to-organize-your-home-office-for-better-productivity/#7812fea652af>

Images for Organize Your Office - Forbes

<https://www.forbes.com/sites/nomanazish/2018/01/16/10-easy-diy-hacks-to-get-and-stay-organized/#391359354c9b>

<https://www.forbes.com/pictures/fjif45efe/organize-your-workspace/#5294cdaf2eff>

<https://www.forbes.com/sites/yec/2018/02/01/six-ways-to-get-more-organized-in-2018/#277292342c63>

Images for organized

<https://www.forbes.com/sites/adp/2018/04/19/why-you-need-to-rethink-your-office-space/#5953c5063ee1>

<https://www.forbes.com/pictures/lmj45iljd/10-tricks-to-spring-clean-your-office/#4f65176511d2>

<https://www.forbes.com/sites/forbesnycouncil/2018/05/24/seven-areas-your-office-should-target-to-help-your-business-and-employees/#5f52e42e5ed9>

Office organization was important in that assignment (as it is in every assignment) to work as efficiently as possible.

Resources

Best 25+ Work office organization ideas on Pinterest

<https://www.pinterest.com/explore/work-office-organization/>

Images for work office organization on Pinterest

<https://www.pinterest.com/cassics/home-office-office-organization/>

<https://www.pinterest.com/containerstore/office-organization/>

<https://www.pinterest.com/helenaalkhas/decorate-home-office/>

<https://www.pinterest.com/explore/home-office-organization/>

5 Tips for Getting Organized at Work | HowStuffWorks

In the next few pages, we'll scope out ways that you can get your space and yourself organized for optimal working conditions.

From cleaning up to calming down, we'll dispel some rumors about how handling multiple tasks at a time is better than one -- and explain why a messy workspace doesn't always mean chaos.

<http://money.howstuffworks.com/business/starting-a-job/5-tips-for-getting-organized-at-work.htm>

Images for 5 Tips for Getting Organized at Work | HowStuffWorks

<http://smallbusiness.chron.com/office-organization-ideas-tips-tricks-542.html>

Images for office-organization-ideas-tips-tricks

<http://office.lifetips.com/>

http://ineedmoretime.com/office_tips.htm

<http://www.denversbdc.org/announcements/10-tips-to-organize-your-office-space>

Images for tips-to-organize-your-office-space

<http://rev-o-lution.org/2011/06/28/top-ten-organizational-tips-for-pastors/>

<http://www.businessknowhow.com/manage/getorg.htm>

<http://www.lifehack.org/articles/productivity/21-tips-to-organize-your-office-and-get-more-done.html>

Images for tips-to-organize-your-office-and-get-more-done

<http://www.orderfromchaos.com>

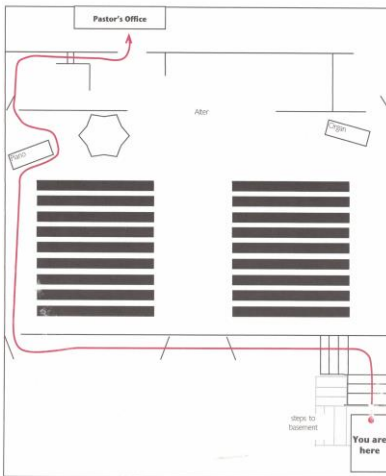
<http://organizationplus.com/>

42) Looking for Pastor?

Newer facilities allow people to walk in the door, look at a sign, and go directly to the pastor's office on one level. Not so with some of the older facilities. I found the following poster hanging on the coat rack in the church basement of one facility. I put a magnetic sign "Welcome. Pastor is in." on the side door and went to the pastor's office for my office hours on Wednesdays at 9am-12noon.

Looking for Pastor ?

Follow the diagram to find his office.



43) Culling the files and cleaning the closets and other such matters

In some congregations, people step forward to insist that these tasks get done [as evidenced in the following open letter by the congregation treasurer to the Congregation Council]. In other congregations, I may use suggestive language [rather than the directive language of the open letter to the council] to encourage culling the files and cleaning the closets and other matters.

An open letter to the council

As some of you may know, (*financial secretary*), (*church secretary*), and I are trying to do some rearranging in the office to make it more 'user friendly' and to make room for another computer.

On Monday, we started cleaning out some files in an effort to move the file cabinets out of the corner they are in. The cabinets are rusted right to the carpet underneath! Apparently, this is common knowledge as I had been told about this issue in the past.

The storage space in the office is totally inadequate. The two cabinets are so high up that they are inaccessible without a step stool and you can't even see what's in them without the step stool. The cabinets on the floor have the opposite problem. You have to get down on your knees to see what's in them and again to get anything out that you want. The combination to the safe or the location of the combination is common knowledge to so many people in the congregation that it might as well be left open.

In trying to clean out some of the file drawers, we found dozens of pieces of paper with someone's social security number on it.

There must be close to a dozen closets or storage spaces throughout the church, but there is no rhyme or reason as to what's stored where. Old, obsolete office equipment is in the same closet as Sunday school materials. Chairs for the church are piled into the same room where the boilers and another stove for the kitchen are stored. The hallway in the 'old' pastor's office near the west entrance smells horribly and is stuffy.

There also is no rhyme or reason as to what light switch operates what set of lights.

The first thing that a visitor would notice when walking into the office is the disgusting ceiling tile that got wet last winter and hasn't been replaced.

I think we need to address this issue. Every closet should have a 'mission'. Obsolete equipment and paper should be disposed of properly. It'll be very time consuming and all of us are busy with our families. But this is the place we bring our families to worship.

Respectfully,
(*treasurer*)

Resources

'Do you really think I want to live this way?' | The Lutheran

Do we really want to work longer and harder ... so we can buy newer and bigger stuff ... so we can clutter up our space and time ... so we can be too busy to listen, learn, worship and spend time in Christian community?

http://www.thelutheran.org/article/article.cfm?article_id=12934

Images for 'Do you really think I want to live this way?' | The Lutheran

<https://www.livinglutheran.org/contact-us/>

<https://www.livinglutheran.org/issues/>

Starting fresh - Living Lutheran

Readers tell what they've tossed — and even how cleaning has revived mission

http://www.thelutheran.org/article/article.cfm?article_id=12940

Images for Starting fresh - Living Lutheran

Tips from a pro | The Lutheran

Gwynnae Byrd, owner of Home Transitions, a business that helps people organize, is also vice president of **St. John Lutheran Church** in Sacramento, Calif. She credits an article called "Tackling spiritual clutter" from The Lutheran (December 2012) for launching a three-session seminar at her congregation that helped members address the spiritual, physical and mental clutter in their lives.

In the new year, many will resolve to get organized, but that rarely gets accomplished, she said. Byrd did her own transition from practicing law to helping people get organized for life. Here she shares some of her expertise with The Lutheran.

http://www.thelutheran.org/article/article.cfm?article_id=12937

http://www.thelutheran.org/article/article.cfm?article_id=11150

Images for Tips from a pro | The Lutheran

Who wants our hymnals? | The Lutheran

The Lutheran asked **ELCA** worship staff for some tips on getting rid of hymnals, choir robes, music, etc. BethAnn Lynch, coordinator for worship and liturgical resources, and Scott Weidler, associate director for worship/music, said:

http://www.thelutheran.org/article/article.cfm?article_id=12935

Images for Who wants our hymnals? | The Lutheran

44) Those literature displays

Both *With One Voice* (1996) and *Evangelical Lutheran Worship* (2006) were in the pew racks. But, wouldn't you know, there were still 46 Introduction to Lutheran Worship (1983) leaflets to explain the *Lutheran Book of Worship* (1978) in the literature display in the front entrance. Without saying anything to anyone, I removed the leaflets from the display.

I also discovered stacks of *The Lutheran Hymnary* (1913), *Service Book and Hymnal* (1958), *Great Hymns of Faith* (1968), and *Lutheran Book of Worship* (1978) in the closets next to the pastor's study. I left them in their place.

Literature Displays | Church Partner

Are you looking for just the right piece to display brochures, hold magazines and promote fliers for upcoming church events?

<https://www.churchpartner.com/category/708/church-furniture-chairs/display-products/literature-displays/>

Images for Literature Displays | Church Partner

45) Manage an electronic mail inbox and outbox

Intentional reflection does not always keep up with the technology explosion. Such is the case with electronic mail in its various forms. How does one manage an electronic mail inbox and outbox so that work is done according to an agenda for the day rather than simply receiving and sending messages?

Resources

Bad E-mail Habits: What Message Are You Sending?

Each time you click "send," the e-mail being delivered says a lot about you and your organization. Are you practicing appropriate e-mail etiquette, or are your e-mails conveying messages that are hurting your reputation and credibility?

Over the past decade, technology has become increasingly prevalent in our day-to-day lives, but how many of us have ever learned appropriate techniques for online business communication? Very few online users have been provided any formal training, basic guidance or education on proper practices for online business activities, including e-mail etiquette.

More and more businesses are discovering the importance of establishing specific corporate guidelines regarding e-mail practices. There is an assumed informality surrounding e-mail usage, but e-mail is no different than any other form of business communication. Your contacts form opinions about you and your business based on your e-mail communications and how you use technology. Improper e-mail usage can give someone the perception that you lack education, have limited experience with technology, or lack credibility. Mastering your e-mail skills can go a long way toward forging the most professional image you can with potential clients, existing customers and anyone else you communicate with via e-mail.

Are you confident that you can do all of the following?

<http://www.pryor.com/site/webinar-audio/bad-email-habits-what-message-are-you-sending>

Images for Bad E-mail Habits: What Message Are You Sending?

Dealing with E-mail Overload.DOC

The best way to stay on top of your e-mail is to learn how to use your e-mail program to organize incoming mail and to have a plan for dealing with e-mail. This may include anything from making fewer printouts of e-mail messages to taking advantage of mail-sorting features in your software program.

[http://people.rice.edu/uploadedFiles/People/TEAMS/Dealing%20with%20Email%20Overload\(1\).pdf](http://people.rice.edu/uploadedFiles/People/TEAMS/Dealing%20with%20Email%20Overload(1).pdf)

Images for Dealing with Email Overload

Unburdening Ourselves: E-Mail Management Tips from the Experts

The need to manage our e-mail has spurred a number of authors to write entire books on the subject. If books aren't enough, e-mail management experts are available to offer further training through their seminar programs and consulting services. And for the truly needy, there are software programs available to help us prioritize, categorize, sort, and file our e-mail into helpful folders, calendars, and lists. For most of us, though, perhaps this is overkill. A few key management practices would probably be enough to enable us to cope with our e-mail. So, what are the experts recommending? Here's a sampling of their advice:

<https://alban.org/archive/unburdening-ourselves-e-mail-management-tips-from-the-experts/>

Images for Unburdening Ourselves: E-Mail Management Tips from the Experts

<https://alban.org/archive/is-e-mail-the-new-parking-lot/>

You vs. your email – Margaret Marcuson

I've continue to think about this, because I find myself buried in email. Here's what I've been experimenting with:

<http://margaretmarcuson.com/you-vs-your-email/>

Images for You vs. your email – Margaret Marcuson

<https://www.lss-elca.org/you-vs-your-email-how-to-win/>

<https://margaretmarcuson.com/getting-more-done/>

<http://margaretmarcuson.com/truth-time-management/>

<http://margaretmarcuson.com/what-is-the-difference-between-administration-and-leadership/>

<http://markforster.squarespace.com/blog/2013/9/18/how-to-clear-an-email-backlog.html>

<https://www.amazon.com/Margaret-J.-Marcuson/e/B002G1PKAG>

https://www.goodreads.com/author/show/2774134.Margaret_J_Marcuson

Images for Margaret Marcuson

You've got (more) mail: The average office worker now spends over a quarter of their day dealing with email

Relationships expert Jean Hannah Edelstein said that email has its place but that it should be used carefully as it 'cuts us off from people'.

She said: 'It can cut off essential aspects of communication that can only be via face-to-face contact, like tone of voice, facial expressions and body language.'

'Having the conversations in the first instance in person is the best way to get to the heart of any matter.'

'If you're emailing people who sit next to you, it may be time to think again.'

Miss Edelstein added that some people also use email to avoid a difficult conversation or a confrontation.

She said: 'Turning to email can even escalate a conflict, such as if you write a long email rant about something that may be more easily clarified and sorted through a face-to-face conversation.'

<http://www.dailymail.co.uk/sciencetech/article-2181680/Youve-got-mail-The-average-office-worker-spend-half-hours-writing-emails.html>

Images for dealing with email

I checked my Spam on 8/2/2017 and saw Spam (210) on my personal email account. I appreciate the spam filter. I hit "delete forever." I do not want viruses to infect my computer. After that, I determined to check the Spam more frequently to delete.

The importance of the spam filter - David Allen

The importance of the spam filter. ... This is due to an increasing number of spam emails containing viruses or other harmful malware. Setting up a spam filter will help to reduce the amount of spam emails coming through to your mail server whilst still allowing legitimate emails to come through to your inbox.

<https://www.david-allen.co.uk/the-importance-of-the-spam-filter/>

Images for importance of the spam filter - David Allen

<https://searchmidmarketsecurity.techtarget.com/definition/spam-filter>

<https://www.toptenreviews.com/software/security/best-spam-filter/>

<https://mailchimp.com/help/about-spam-filters/>

<https://www.techopedia.com/definition/15103/spam-filter>

46) Delete forever

While serving one congregation 5+ months, the internet service provider sent the following email.

Good News! Your account was successfully moved to the new TDS Email system.

Your sent/received email, attachments, folders, contacts, and drafts all moved with your account (as well as tasks and calendar events, if applicable.) So, things should seem familiar...

When I turned on the email file, I was amazed to read Inbox (5,938). I proceeded to delete old emails.

[PDF] When a Pastor leaves... Enabling pastoral transitions in the local church - London Baptist Association
Computer

A computer owned by the church will need to be **pruned of personal files**, backed up and how it is organized (if at all!) recorded. A minister might also want to make copies of relevant files from his/her own computer - leaving clear information about what the various disks contain.


<http://www.londonbaptist.org.uk/wp-content/uploads/2012/01/WAPL.pdf>
Images for prune personal email files

Page 8

As a matter of course, I don't want my email correspondence left behind on the pastor's computer when I leave, so I delete forever.

Resources

Delete messages - Gmail Help - Google

To delete a message, click the  Trash icon to move the message to the Trash folder. Messages will remain in the trash folder for around 30 days, after which they will no longer be user-recoverable.

<https://support.google.com/mail/answer/7401?hl=en>
Images for delete messages

How to delete Gmail messages so they're truly gone - Macworld

Sep 16, 2013 - If you're bothered that deleting Gmail messages in your copy of Mail doesn't really remove those messages (but rather leaves copies in Gmail's ...

<http://www.macworld.com/article/2048781/how-to-delete-gmail-messages-so-theyre-truly-gone.html>
<http://fr.zicos.com/mac/i29516726-How-to-delete-Gmail-messages-so-they-re-truly-gone.html>
Images for delete Gmail messages

47) Balaam's Donkey

I couldn't access my email account one night and I got so frustrated that I uttered the kind of comments I was glad no one was around to hear. The account suggested I change my password. It finally occurred to me that the server was trying to protect me. I have tried to be more patient and less anxious now with security measures around digital identity.

Resources

Balaam - Wikipedia

After Balaam starts punishing the donkey for refusing to move, it is miraculously given the power to speak to Balaam (Numbers 22:28), and it complains about Balaam's treatment. At this point, Balaam is allowed to see the angel, who informs him that the donkey is the only reason the angel did not kill Balaam.



<https://en.wikipedia.org/wiki/Balaam>
Images for Balaam

The story of Balaam's donkey

²¹So, Balaam got up in the morning, saddled his donkey, and went with the officials of Moab.

²²God's anger was kindled because he was going, and the angel of the LORD took his stand in the road as his adversary. Now he was riding on the donkey, and his two servants were with him. ²³The donkey saw the angel of the LORD standing in the road, with a drawn sword in his hand; so, the donkey turned off the road, and went into the field; and Balaam struck the donkey, to turn it back on to the road. ²⁴Then the angel of the LORD stood in a narrow path between the vineyards, with a wall on either side. ²⁵When the donkey saw the angel of the LORD, it scraped against the wall, and scraped Balaam's foot against the wall; so, he struck it again. ²⁶Then the angel of the LORD went ahead, and stood in a narrow place, where there was no way to turn either to the right or to the left. ²⁷When the donkey saw the angel of the LORD, it lay down under Balaam; and Balaam's anger was kindled, and he struck the donkey with his staff. ²⁸Then the LORD opened the mouth of the donkey, and it said to Balaam, 'What have I done to you, that you have struck me these three times?' ²⁹Balaam said to the donkey, 'Because you have made a fool of me! I wish I had a sword in my hand! I would kill you right now!' ³⁰But the donkey said to Balaam, 'Am I not your donkey, which you have ridden all your life to this day? Have I been in the habit of treating you in this way?' And he said, 'No.'

³¹Then the LORD opened the eyes of Balaam, and he saw the angel of the LORD standing in the road, with his drawn sword in his hand; and he bowed down, falling on his face. ³²The angel of the LORD said to him, 'Why have you struck your donkey these three times? I have come out as an adversary, because your way is perverse before me.' ³³The donkey saw me, and turned away from me these three times. If it had not turned away from me, surely, I would by now have killed you and let it live.' ³⁴Then Balaam said to the angel of the LORD, 'I have sinned, for I did not know that you were standing in the road to

oppose me. Now therefore, if it is displeasing to you, I will return home.' ³⁵The angel of the LORD said to Balaam, 'Go with the men; but speak only what I tell you to speak.' So, Balaam went on with the officials of Balak.

oremus Bible Browser: Numbers 22:21-35

<http://bible.oremus.org/?passage=Numbers+22:21-35>

Images for story of Balaam's donkey

48) Postal mail: circular file, can wait, urgent

Organize the mail, or the mail will (dis)organize you. Fortunately, there are ways to make sense of the daily mail.

5 Tips for Dealing with Mail - Productivity501

Everyone gets mail. It can consume a lot of your time, effort and storage space to process and store. Here are 5 tips to help you manage your incoming mail.

<http://www.productivity501.com/5-tips-for-dealing-with-mail/712/>

Images for dealing with postal mail

<http://organisingtips.blogspot.com/2007/11/how-to-deal-with-mail-clutter.html>

Images for deal with mail clutter

<https://www.momof6.com/decluttering-challenge/dealing-with-paper-clutter-that-comes-from-the-mail/>

<https://www.polishedhabitat.com/conquer-mail-clutter/>

<http://lynnaemccoy.com/deal-with-mail-clutter/>

<https://organizingmoms.com/stop-junk-mail-clutter/>

<https://www.thekitchn.com/the-one-thing-you-should-banish-from-your-kitchen-right-now-247468> Easy Way To Organize Mail

Clutter | Kitchn

<https://blog.bedbathandbeyond.com/2016/01/dont-go-postal-6-creative-ways-to-tame-your-mail-mess/>

<https://www.thespruce.com/how-to-manage-your-mail-2648259>

Images for manage the mail

<https://www.realsimple.com/home-organizing/organizing/record-keeping/systems-managing-your-mail>

https://www.youtube.com/watch?v=pu_brFA-FPo The SECRET organized mail & receipts! (NO MORE CLUTTER!) - YouTube

<https://zenhabits.net/6-simple-steps-to-make-mail-paperwork-painless/>

49) On being helpful

The men organized a work day at the church on a Saturday morning to cut down dead trees, remove overgrown bushes, and clean the yard. The next morning during the announcements at the service of worship, I commended them and added, "I brought my rake and tried to be helpful. Where I couldn't be helpful, I determined to stay out of the way."

Resources

Are You Being Helpful or Annoying? | World of Psychology

Have you ever tried to be helpful but found that others experienced you as annoying? Did you feel resentful that your efforts weren't appreciated? What did you do wrong?

<https://psychcentral.com/blog/archives/2014/04/30/are-you-being-helpful-or-annoying/>

Images for Are You Being Helpful or Annoying? | World of Psychology

Helpful Quotes - BrainyQuote

<https://www.brainyquote.com/quotes/keywords/helpful.html>

Images for Helpful Quotes

<https://www.goodreads.com/quotes/tag/helpful>

<https://www.goodreads.com/quotes/tag/helping-others>

How Being Helpful Can Make You Happier and More Productive

Adam Grant helps others chronically and compulsively. And when you hear about his research, you'll wonder if you should be doing the same.

<https://www.fastcodesign.com/1672255/how-being-helpful-can-make-you-happier-and-more-productive>

Images for Being Helpful Can Make You Happier

Let's Talk about Being Helpful by Joy Wilt Berry (Author), Maggie Smith (Illustrator)

Disliking having to do things that he does not always want to do, Carlos learns the importance of doing his share and is encouraged when his helpfulness makes others happy.

<https://www.amazon.com/about-Being-Helpful-About-Berry/dp/0590623850>

Images for Let's Talk about Being Helpful by Joy Wilt Berry (Author), Maggie Smith (Illustrator)

What Does the Bible Say About Helping Others? - OpenBible.info

https://www.openbible.info/topics/being_helpful

https://www.openbible.info/topics/being_kind_and_helpful

https://www.openbible.info/topics/being_friendly_and_helpful

Images for bible on being helpful

<https://www.biblestudytools.com/topical-verses/bible-verses-about-helping-others/>

<http://www.patheos.com/blogs/christiancrier/2014/09/30/top-7-bible-verses-about-helping-others-in-need/>
<https://www.primobibleverses.com/topic/being+helpful>
[https://www.kingjamesbibleonline.org/Bible-Verses-About-Being-Kind-And-Helpful/
Images for Bible Verses About Being Kind And Helpful](https://www.kingjamesbibleonline.org/Bible-Verses-About-Being-Kind-And-Helpful/Images-for-Bible-Verses-About-Being-Kind-And-Helpful/)

Why Being Helpful Isn't Just for Nice Guys (and Gals) | HuffPost

Helpfulness isn't just nice to have, it's a must have.

http://www.huffingtonpost.com/lisa-earle-mcleod/why-being-helpful-isnt-ju_b_13287418.html

[Images for Why Being Helpful Isn't Just for Nice Guys \(and Gals\) | HuffPost](#)

50) Bats refuse to be banished

I was preaching at a mid-week Lenten service on Jesus washing the disciples' feet. I asked the question, "What would you do if Jesus asked to wash your feet?" Just then, I heard a woman in the back let out a shriek. I thought I must be getting response to my message, so I asked again. This time an even louder shriek. What I found out later was that a bat was flying around in the altar area behind me. At lunch after the service, a bat flew around the kitchen. One woman took a 50-gallon empty plastic waste container and put it over the top half of her body and ran around in circles.

The custodian at another church kept a tennis racket handy to use whenever a bat flew around. What else can be done?

Resources

How churches can get rid of bats: baptize them - Telegraph

SIR – There is an easy solution for Simon Shouler, the clergyman who complained about badgers on church property and bats in his belfry (Letters, October 12).

He only has to baptize, confirm, and marry them, and he will never see them again.

<http://www.telegraph.co.uk/comment/letters/8062183/How-churches-can-get-rid-of-bats-baptise-them.html>

[Images for How churches can get rid of bats: baptize them - Telegraph](#)

The Easiest Way to Get Rid of Bats - wikiHow

You might have considered calling a professional pest removal service, which can be a good idea if you're faced with a severe infestation, but there are actually a few simple steps you can take to evict winged intruders from your property and make sure they don't come back.

<http://www.wikihow.com/Get-Rid-of-Bats>

[Images for Easiest Way to Get Rid of Bats](#)

51) Making things work

I accepted an assignment to serve as a bridge pastor for 2 congregations that had entered into a shared ministry agreement and formed a parish call committee. I saw my role as threefold: 1) carry on regular pastoral ministry, 2) work out the shared ministry agreement, 3) attend to procedural matters related to the call process. A shared ministry agreement was something the country congregation was used to, but it was new for the village congregation.

The schedule for the services of worship was 9am village and 10:30am country. I determined that I needed to leave at 9:55am to drive the 15 minutes to make it by 10:10am. On those Sundays with Holy Communion at the first service, I left after the Benediction, while on the other Sundays with the Service of the Word, I could greet some of the people. I scheduled being in the office as able at the village church on the mornings of Monday, Tuesday, and Thursday, and Wednesday 9-12am at the country church. I met with the church secretary and custodian at the village church on Tuesdays at 8am, while the church secretary at the country church also held her office hours on Wednesdays 8-12am. I offered confirmation instruction on Wednesday 4pm at the village church and Wednesday 5:15pm at the country church. Congregation Council as well as Parish Council meetings were scheduled on Mondays and Tuesdays.

Making Things Work: Solving Complex Problems in a Complex World by Yaneer Bar-Yam (Author)

Today, as individuals and as a society, we are faced with highly complex challenges. When we don't solve them correctly, they rapidly become crises. This book explains how we can use complex systems research to solve complex problems in: ♦ healthcare ♦ education ♦ military conflict ♦ ethnic violence and terrorism ♦ international development.

<https://www.amazon.com/Making-Things-Work-Solving-Problems/dp/0965632822>

<http://necsi.edu/publications/mtw/>

[Images for Making Things Work: Solving Complex Problems in a Complex World by Yaneer Bar-Yam \(Author\)](#)

52) Busy, busy, busy...

Early in my pastoral ministry, I recall talking with a village postmaster who related that he spent several nights each week in activities at his non-denominational open country congregation at the 4 corners of 2 county highways not too far from his home but was still being told by some that he wasn't doing enough. I felt sorry for him but did not want to interfere in the matters of another congregation. My question in general is, "What's the point of being busy just to be busy?"

Resources

Seven Reasons Churches Are Too Busy - ThomRainer.com

Our churches are just too busy. Is your church one of these busy congregations?

<http://thomrainer.com/2015/01/seven-reasons-churches-busy/>

Images for Seven Reasons Churches Are Too Busy - ThomRainer.com
<http://thomrainer.com/2014/02/seven-problems-with-an-activity-driven-church/>
<http://thomrainer.com/2017/05/eight-reasons-churches-became-busy/>
<http://pastors.com/7-reasons-your-church-needs-to-go-on-a-diet/>
<http://thomrainer.com/2017/06/many-churches-busy-rainer-leadership-334/>
<http://thomrainer.com/2017/09/the-overcommitted-church/>
<http://pastors.com/church-busy-ness/>
<http://visionroom.com/eliminate-busyness-go-church-diet/>
<https://www.sermoncentral.com/pastors-preaching-articles/thom-rainer-eight-reasons-churches-became-too-busy-2917>
<http://thomrainer.com/2014/02/12-reasons-pastors-wives-are-lonely/> #2
<http://www.christianpost.com/news/10-reasons-many-churches-arent-evangelistic-update-169151/> #7
<https://www.amazon.com/Simple-Church-Returning-Process-Disciples/dp/0805447997>
http://www.goodreads.com/book/show/379275.Simple_Church
<https://www.9marks.org/review/simple-church/>
http://thomrainer.com/2009/06/simple_church_revisited/
<https://www.amazon.com/Thom-S.-Rainer/e/B001IGLMVG>
http://www.goodreads.com/author/show/27470.Thom_S_Rainer
https://www.goodreads.com/author/quotes/27470.Thom_S_Rainer
[Images for thom rainer \(author\)](#)

Socrates Quotes - BrainyQuote

Beware the barrenness of a busy life.

<http://www.brainyquote.com/quotes/authors/s/socrates.html>

Images for Socrates Quotes

<http://philosiblog.com/2011/04/11/barrenness-of-a-busy-life/>

<http://www.actsweb.org/articles/article.php?i=124&d=1&c=13&p=1>

Taking Care of Busyness: How to Minister at a Healthy Pace | Leadership Journal

He is the wisest spiritual mentor I know. While he doesn't know every detail of every grain of sin in my life, he knows quite a bit and can probably guess the rest. And from an immense quiver of spiritual sagacity, he drew only one arrow.

I've concluded that my life and the well-being of the people I serve depends on following his prescription, for hurry is the great enemy of spiritual life in our day. Hurry destroys souls. As Carl Jung wrote, "Hurry is not of the devil; hurry is the devil."

<http://www.christianitytoday.com/le/1998/fall/8l4028.html>

[Images for Taking Care of Busyness: How to Minister at a Healthy Pace | Leadership Journal](#)

[Images for hurry destroys souls](#)

The Eighth Deadly Sin: Busyness

Busyness (doing too many things) and hurry (moving too fast) are a raging storm in our culture. Newspaper and magazine headlines provide ample, almost daily evidence: "Nurses: We're Tired," "Doctors on the Edge," and "Stress in the Workplace Becomes a Worldwide Problem." The workplace that is the congregational setting may be one of the most dangerous of all for people given to over-commitment.

Number Eight, Busyness | CT Pastors - Christianity Today

<https://www.christianitytoday.com/pastors/2001/spring/6.42.html>

Images for Eighth Deadly Sin: Busyness

<http://kirkbjones.com/Workshops.html>

Why Busy Leaders Make Bad Leaders – Carey Nieuwhof

But deeper than my social aggravation is this issue: I've noticed that people who usually tell you they're busy are often bad leaders. Or flip that. Talk to highly effective leaders and you'll notice they rarely tell you they're busy.

<https://careynieuwhof.com/why-busy-leaders-make-bad-leaders/>

Images for Why Busy Leaders Make Bad Leaders – Carey Nieuwhof

<http://careynieuwhof.com/2016/02/7-important-things-every-way-busy-leader-forfeits/>

<https://careynieuwhof.com/5-things-you-say-that-kill-your-leadership/> #3

<https://careynieuwhof.com/margin-for-your/>

<https://careynieuwhof.com/no-margin-no-mission/>

<https://itunes.apple.com/us/podcast/its-about-time-part-1/id1070649025?i=361900780&mt=2>

<http://careynieuwhof.com/2015/12/episode66/> Time Management and More – Practical Tech Hacks with Geek Pastor, Wayne Cordova

<http://careynieuwhof.com/2013/11/7-secrets-to-becoming-far-more-productive-with-your-time/>

<http://careynieuwhof.com/2014/06/waste-time/>

<http://careynieuwhof.com/2015/12/how-managing-your-energy-can-make-you-a-far-more-effective-leader/>

<https://careynieuwhof.com/high-impact-leader/>

<http://www.amazon.com/Margin-Restoring-Emotional-Financial-Overloaded-ebook/dp/B00IDHW5KK?tag=vglnc5097-20>

<https://www.amazon.com/Carey-Nieuwhof/e/B003GJCLCM>

https://www.goodreads.com/author/show/3396023.Carey_Nieuwhof

Images for carey nieuwhof (author)

Working Too Much for the Earth's Own Good

So, we have the common thread: working too much, buying into the **over-busyness** of our culture, negatively affects sustainability efforts, gender equity in the workplace, activism, and cooking and eating together.

<http://www.adamjcopeland.com/2014/10/23/working-too-much-for-the-earths-own-good/>

Images for Working Too Much for the Earth's Own Good

[Images for working too much, buying into the over-busyness of our culture](#)

53) Stuff fills up space

Ten years before I came, the two-point parish sold the parsonage, and the pastor elected to live in another community 23 miles away. By the time I got there, the pastor's study had become a storeroom. I cleared the room and began using it as an office again. I asked Charter Spectrum to bring in a line for the computer, which I paid for myself. The members put in a new door and window, as the window was letting in water during hard rains and the door had become weathered looking. I was told 9 months after taking another assignment that the room was still being used as an office, but my guess is that eventually the office gradually becomes a storeroom again. After all, the rooms in the basement, no longer used for classes, had also become storerooms.

54) Declutter

Sometimes, I get mild anxiety attacks thinking that I am being deluged by information. Declutter requires constant diligence. In the future, there will only be ever increasing demands to process even more oral, visual, copy, electronic, and other information.

Resources

Andrew Mellen On the Surprising Connection Between Clutter, Order and Great Leadership – Carey Nieuwhof

He talks about why being organized matters and shows you some short cuts on how to cut down on the clutter in your life and in your mind. Strangely, all of this can actually make you a better leader.

<https://careynieuwhof.com/episode139/>

[Images for Andrew Mellen On the Surprising Connection Between Clutter, Order and Great Leadership – Carey Nieuwhof](#)

<https://careynieuwhof.com/tag/clutter/>

Images for Carey Nieuwhof on clutter

Blessed by Less: A Spiritual Approach to Clearing Your Life of Clutter by Susan V. Vogt

In *Blessed by Less*, Susan Vogt discusses what happened when she found herself overburdened and suffocated by all the clutter she was carrying around in her life. She decided one Lent to give away at least one thing every day, but after forty days of living lightly, she felt so good about it that she continued the practice for an entire year. Along the way, she discovered that by unburdening herself of "things," she was also opening up a spiritual space inside herself. By uncluttering her space, she was able to unclutter her mind and find a deeper sense of peace with her faith.



<http://www.goodreads.com/book/show/17415151-blessed-by-less>

<https://www.amazon.com/Blessed-Less-Clearing-Clutter-Lightly/dp/0829439021>

<http://www.patheos.com/Books/Book-Club/Susan-Vogt-Blessed-by-Less>

<http://www.susanvogt.net/PDF/Website%20vitaes.pdf>

<http://www.loyolapress.com/authors/susan-v-vogt>

<http://www.susanvogt.net/PDF/Website%20vitaes.pdf>

<http://www.susanvogt.net/>

<https://www.amazon.com/Susan-V.-Vogt/e/B001KIHTLO>

http://www.goodreads.com/author/show/596845.Susan_V_Vogt

Images for Susan V. Vogt, author

[Images for Blessed by Less: A Spiritual Approach to Clearing Your Life of Clutter by Susan V. Vogt](#)

Control Chaos and Clear Out the Clutter - Fred Pryor Seminars

Studies show a psychological connection between lack of clutter and a more peaceful existence — at work and at home. If your "space" is cluttered, you simply can't function at an optimal level. You're not necessarily looking to become a "neat freak," but you would like to be organized enough to know where things are when you need them, right? Wouldn't you like to be able to use the surface of your desk for something other than storage?

Don't let chaos and clutter keep you from maximizing your productivity any longer!

Every individual in your organization who needs help eliminating clutter and getting organized will benefit from this exciting and informative 1-hour audio conference! Don't miss out! Get great training that will allow you to be more focused, productive, and efficient. Experience the peace of mind you will feel in an uncluttered, organized workspace!

What You'll Learn

Decide what to do with every piece of paper that hits your in-box

File time-sensitive documents (plane tickets, bills, reminders) effectively
Use a "mini agenda" to cut the time you spend on the phone
Reap the benefits of a well-crafted to-do list
Walk away from your desk at the end of the day without dreading returning to it in the morning!

<http://www.pryor.com/site/webinar-audio/control-the-chaos-and-clear-out-the-clutter>
Images for Control Chaos and Clear Out the Clutter - Fred Pryor Seminars
<https://www.pryor.com/training-seminars/strategies-for-overwhelmed/>
<https://www.pryor.com/blog/take-control-of-your-time-to-manage-more-in-less-time/>

Declutter Your Life To Increase Productivity - Forbes

If your brain is feeling overloaded, here are a few ways to manage the mental and spacial clutter keeping you from being productive.

<https://www.forbes.com/sites/levelup/2017/02/02/declutter-your-life-to-increase-productivity/#28d4171c6107>
Images for Declutter Your Life To Increase Productivity - Forbes
<https://www.forbes.com/sites/sboyd/2018/01/22/de-clutter-your-life/#45a4d7f0350b>
Images for declutter your life
<https://www.forbes.com/sites/nomanazish/2017/11/19/how-to-declutter-your-mind-10-practical-tips-youll-actually-want-to-try/#56f51ece24f1>
Images for declutter your mind
<https://www.forbes.com/sites/joshuabecker/2017/08/03/six-ways-to-delutter-when-you-move/#65b610eb3d38>
<https://www.forbes.com/pictures/fjfi45egml/7-easy-steps-to-decluttering/#2116b5571353>
<https://www.forbes.com/sites/yec/2013/03/21/declutter-your-inbox-in-5-easy-steps/#49d6fa7a2ac6>
Images for declutter your inbox
<https://www.forbes.com/sites/houzz/2015/11/10/5-ways-to-declutter-your-whole-house/#2597889f2207>
Images for declutter your house
<https://www.forbes.com/sites/learnvest/2018/01/10/what-i-learned-decluttering-my-closet-through-swedish-death-cleaning/#52a7cb3d2a8b>
<https://www.forbes.com/sites/kateashford/2014/07/31/declutter-your-finances/#4>
Images for declutter your finances
<https://www.forbes.com/sites/worldeconomicforum/2016/04/27/how-to-de-clutter-your-career/#3>
Images for declutter your career
<https://www.forbes.com/sites/laurashin/2014/01/01/7-easy-steps-to-decluttering-and-profiting-from-it/#5709a2287ea3>
https://www.forbes.com/2011/02/01/organize-office-clutter-forbes-woman-leadership-work_slide.html Ten Tricks To De-Clutter Your Office – Forbes
Images for Ten Tricks To De-Clutter Your Office - Forbes

5 Reasons to Clear the Clutter out of Your Life | Psychology Today

New research shows why it's better to live a cleaner and less cluttered life.

<https://www.psychologytoday.com/us/blog/fulfillment-any-age/201705/5-reasons-clear-the-clutter-out-your-life>
Images for Clear the Clutter out of Your Life | Psychology Today
<https://www.psychologytoday.com/us/blog/changepower/201802/cant-get-yourself-declutter-try-death-cleaning>
<https://www.psychologytoday.com/us/blog/open-gently/201304/declutter-your-life-and-head>
Images for declutter life and head
<https://www.psychologytoday.com/us/blog/what-mentally-strong-people-dont-do/201805/3-ways-declutter-your-mind>
Images for declutter your mind
<https://www.psychologytoday.com/us/blog/creating-in-flow/201607/clear-thinking-about-decluttering-8-insights>
<https://www.psychologytoday.com/us/blog/in-practice/201809/why-decluttering-is-so-hard>
<https://www.psychologytoday.com/us/blog/in-practice/201802/6-benefits-uncluttered-space>
Images for benefits uncluttered space
<https://www.psychologytoday.com/us/blog/high-octane-women/201203/why-mess-causes-stress-8-reasons-8-remedies>
Images for mental cost of clutter

Less Clutter More Life: by Barbara Hemphill (Artist, Author), Louise Wannier (Artist, Photographer), Christie Love (Foreword)

Less Clutter: More Life is designed to encourage you to acknowledge your deepest feelings, so you can accomplish your work and enjoy your life. Focus on the path, not a destination. Barbara Hemphill is an internationally recognized expert on increasing profits, productivity and peace of mind by eliminating physical, digital, emotional and spiritual clutter. Barbara's life work has been to increase public awareness of the emotional and physical cost of clutter. She founded the Productive Environment Institute to train Certified Specialists who are available to assist individuals and businesses. She is the author of "Taming the Paper Tiger at Work", "Love It or Lose It: Living Clutter-Free Forever", and "Organizing Paper @Home: What to Toss and How To Find the Rest!" Initially trained in music education, Barbara organized an international choir in Grenada, West Indies, and New Delhi, India, and can frequently be found in the choir or at the piano at her church. As a follower of Jesus, Barbara's mission is to express His love through her work and her life so that other people will feel this love whether or not they share her beliefs. www.BarbaraHemphill.com Louise Wannier. As an artist and creative entrepreneur, Louise is fascinated by observing patterns, noticing closely how light interacts with both nature and our intense, dynamic urban landscapes: "I attempt to capture and present visually the energy and spirit I observe and feel in our complex world." As a

designer, Louise creates unique textile art prints and collections under the label LOUIS JANETM (LouisJane.com/LouisJaneDesign on Social Media). A graduate of the Fashion Institute of Design and Merchandising in Textile Design as well as graduate of the UCLA Anderson School MBA program and the California Institute of Technology, with a BS in Astronomy, she helped create and launch various technology products to simplify our lives including VCR Plus+.

www.LouiseWannier.com

<https://www.amazon.com/Less-Clutter-More-Barbara-Hemphill/dp/099099760X>

<http://www.goodreads.com/book/show/23897270-less-clutter-more-life>

<https://barbarahemphill.com/author/barbara-hemphill/>

<http://www.barbarahemphill.com/podcast/114-how-to-declutter-your-office>

<http://www.barbarahemphill.com/personal-productivity/161-6-must-have-declutter-tools>

<http://www.barbarahemphill.com/personal-productivity/159-planner-pad-my-calendar-of-choice>

<http://www.barbarahemphill.com/personal-productivity/157-before-you-buy-a-calendar-listen-to-this>

<http://www.barbarahemphill.com/personal-productivity/321-how-to-clear-mental-digital-clutter-barbara-hemphill-joe-polish>

<https://www.youtube.com/watch?v=6YddSuDAA-8> Clutter? Organizing Paper at Home: Allyson Lewis interviews Barbara Hemphill

https://www.youtube.com/watch?v=36Q_s4v_CK0 Barbara Hemphill on Organization – YouTube

<https://www.youtube.com/watch?v=RBNYmc5vxj0> Barbara Hemphill discusses her favorite organizing tool-Swiftfile – YouTube

<https://www.youtube.com/watch?v=aJuCfULQvM> Productive Environment Day with Barbara Hemphill – YouTube

Images for Barbara Hemphill - YouTube

<https://speakerpedia.com/speakers/barbara-hemphill>

<https://www.allamericanspeakers.com/speakers/Barbara-Hemphill/4587>

http://www.superbspeakers.com/speaker_listing.asp?sid=28

<http://www.barbarahemphill.com/office-organizing/116-how-to-organize-paper-taming-the-paper-tiger-at-home>

<http://www.barbarahemphill.com/file-and-paper-management/clutter-is-postponed-decisions>

Images for clutter is postponed decision making

<http://www.barbarahemphill.com/personal-productivity/314-clutter-is-postponed-decisions-in-business-and-in-life>

<http://www.productiveenvironment.com/home>

<http://lesscluttermorelife.com/>

<http://lesscluttermorelife.com/tag/event/>

<https://www.amazon.com/Barbara-Hemphill/e/B000AR8956>

https://www.goodreads.com/author/show/238482.Barbara_Hemphill

Images for Barbara Hemphill (Artist, Author)

Images for Less Clutter More Life: by Barbara Hemphill (Artist, Author)

Quote by Albert Einstein:

“Three Rules of Work: Out of **clutter** find simplicity; From discord find harmony; In the middle of difficulty lies opportunity.”

Albert Einstein

<http://www.goodreads.com/quotes/341239-three-rules-of-work-out-of-clutter-find-simplicity-from>

Images for “Three Rules of Work: Out of clutter find simplicity; From discord find harmony; In the middle of difficulty lies opportunity.” Albert Einstein

Tip and Steps to Declutter your Office | Leave it to Lecia

As much as we all would like to put off cleaning our offices, now is the time to get to it. Not all of us have a traditional office, fewer and fewer people do, but maybe you have a small office in your home or an area where you take care of business.

But it really doesn't matter! The process of throwing out is pretty much the same. Whether you're an up and coming entrepreneur or a corner office gal, you've got to let go of what no longer serves you or its purpose. Spending more time searching for things than actually working is no way to succeed.

I know for some of you the mere thought of clearing the clutter is overwhelming. It is a lot easier with someone else to help you and that's where I come in.

Here I will give you step and tips on how to clear the clutter and make a work space or whatever it is for you a happier place to be!

<http://leaveittolecia.wordpress.com/2012/12/04/tip-and-steps-to-declutter-your-office/>

Images for Declutter Your Office

<http://www.youtube.com/watch?v=lqLoXMHmRM8> How to Declutter Your Home Office – YouTube

<https://www.youtube.com/watch?v=ydD0Ni49hLQ> How to Declutter Your Home Office – YouTube

<https://www.youtube.com/watch?v=fb0sYVUgQKk> Decluttering & Organizing My Home Office - YouTube

<https://www.youtube.com/watch?v=haYwX0Sjgr0> Decluttering your home office -- Very Good Looking video – YouTube

<https://www.youtube.com/watch?v=vwVKEGTmSMU> My decluttered home office - YouTube

<https://www.youtube.com/watch?v=seGozgr5Dtk> Home Office Declutter and Organization | Declutter with Me – YouTube

<https://www.youtube.com/watch?v=ttx34aCh8gs> Home Office Tour | Step 1: Decluttering Paper – YouTube

Images for Declutter - Youtube images

<http://www.inorder.com/>

http://democratherald.com/promo/homepage/get-organized-tips-to-declutter-your-office/article_4f9ac8f4-1a9d-11e0-bd32-001cc4c03286.html

<http://www.queenborganizing.com/>

<https://www.linkedin.com/in/queenborganizing>

http://www.lowes.com/cd_Declutter+Your+Home+Office_1323268889
<http://www.closefactory.com/blog/2011/08/9-tips-on-how-to-declutter-your-office-space/>
 Images for declutter office space
<http://www.pgeveryday.com/article/9-tips-to-declutter-your-home-office>
<http://lifehacker.com/5641578/top-10-ways-to-organize-and-streamline-your-workspace>
 Images for streamline your workspace
https://www.forbes.com/2011/02/01/organize-office-clutter-forbes-woman-leadership-work_slide/
<http://myturnstone.com/blog/3-simple-steps-to-clean-and-declutter-your-office/>
<http://zenhabits.net/18-five-minute-decluttering-tips-to-start-conquering-your-mess/>
 Images for Decluttering Tips

55) Clergy taxes

Paying taxes to the emperor

²⁵He said to them, 'Then give to the emperor the things that are the emperor's, and to God the things that are God's.'

oremus Bible Browser: Luke 20:25

<http://bible.oremus.org/?passage=Luke+20:25>

Images for paying taxes to the emperor

I have been fortunate to enlist Richard J. Oldfield CPA of Menomonie, Wisconsin to prepare my tax statements 1980-2012 and, after his retirement, Dana Bjurstrom CPA also of Menomonie, Wisconsin 2013 to the present who took over Oldfield's practice. Both accountants are familiar with the nuances of tax preparation for clergy.

Resources

Minister / Clergy Member Tax Return Knowledgebase - TaxSlayer Pro

Ministers are individuals duly ordained, commissioned or licensed by a church. 'Church' is used generically and does not refer to any particular religion. Compensation paid to a minister or clergy member typically is reported to them on [Form W-2](#) (if the minister is an employee of the church), or [Form 1099-MISC](#) (if the minister performed services such as weddings and baptisms).

<https://www.taxslayerpro.com/kb/491/minister-clergy-member-tax-return>

Images for Minister / Clergy Member Tax Return Knowledgebase - TaxSlayer Pro

Ministers and Taxes - TurboTax Tax Tips & Videos

If you are a minister, you are subject to some tricky income tax and Social Security tax rules. We'll point out: How your income is taxed; how to claim an exemption from self-employment tax; how to get a tax-free parsonage allowance; limits on deductions if you get a tax-free allowance; where to report your income; and deductions that you can easily overlook.

<https://turbotax.intuit.com/tax-tools/tax-tips/Self-Employment-Taxes/Ministers-and-Taxes/INF12069.html>

Images for Ministers and Taxes - TurboTax Tax Tips & Videos

Ministers' Tax Guide - GuideStone

Ministerial tax issues can be complicated. GuideStone wants to serve those who serve the Lord by providing these resources to help answer the most common tax-related issues affecting ministers and churches.

<http://www.guidestone.org/LearningCenter/Ministry/MinistersTaxGuide.aspx>

Images for Ministers' Tax Guide - GuideStone

7 Top Minister Tax Deductions

How and where you report minister tax deductions usually depends on the minister's tax classification.

<http://www.freechurchaccounting.com/minister-tax-deductions.html>

Images for Minister Tax Deductions

Tax Booklets Available for Download (2019) | FCMM Benefits

Two PDF tax booklets are available for download from FCMM: [Ministers' Taxes Made Easy](#) and [Church Reporting Made Easy](#). The booklets are based on the two full-sized 2019 versions of books published by Zondervan annually, The Minister's Tax & Financial Guide, and The Church and Nonprofit Tax & Financial Guide. These publications have been provided by the [Evangelical Council for Financial Accountability](#). The full-size books are available through book-sellers, including [Next Step Resources](#).

RELATED IDEAS

- [Ministers' Taxes Made Easy - 2019 \(for 2018 Returns\)](#)
- [Church Reporting Made Easy - 2019 Edition](#)

<https://www.fcmmbenefits.org/news-perspectives/tax-booklets-available-download-2019>

Images for Tax Booklets Available for Download (2019) | FCMM Benefits

Tax issues for Ordained Ministers | Administration and Finance

- I. FEDERAL INCOME TAX
- II. SOCIAL SECURITY

III. HELPFUL RESOURCES

<http://fmcusa.org/af/administration-and-finance/clergychurch-financial-matters/tax-issues-for-ordained-ministers/>
Images for Tax issues for Ordained Ministers

Topic No. 417 Earnings for Clergy | Internal Revenue Service - IRS.gov

A licensed, commissioned, or ordained minister is generally the common law employee of the church, denomination, sect, or organization that employs him or her to provide ministerial services. However, there are some exceptions, such as traveling evangelists who are independent contractors (self-employed) under the common law. If you're a minister performing ministerial services, all of your earnings, including wages, offerings, and fees you receive for performing marriages, baptisms, funerals, etc., are subject to income tax, whether you earn the amount as an employee or self-employed person. However, how you treat expenses related to those earnings differs if you earn the income as an employee or as a self-employed person.

<https://www.irs.gov/taxtopics/tc417>

Images for Earnings for Clergy | Internal Revenue Service

2018 Church & Clergy Tax Guide: Richard R. Hammar

Find comprehensive help understanding United States tax laws as they relate to pastors and churches with Richard Hammar's *2018 Church & Clergy Tax Guide*. Tax law in general is highly complex and ever changing. Add to that the many unique rules that apply to church and clergy and you're set up for a challenging task that requires an expert's guidance.



<https://www.amazon.com/2018-Church-Clergy-Tax-Guide/dp/0917463803>

<http://store.churchlawtodaystore.com/20chcltaxgu1.html>

<http://www.churchlawandtax.com/who-we-are/advisors/richard-r-hammar.html>

<http://www.churchlawandtax.com/topics/tax/clergy/>

<http://thecrg.org/resources/2014-church-clergy-tax-guide>

Images for Richard R. Hammar, author

Images for Church & Clergy Tax Guide : Richard R. Hammar

56) When to retire

The concept of retirement is relatively recent in human experience. For most of history, people worked as long as they could and then were cared for by others.

The History of Retirement, From Early Man to A.A.R.P. - The New York Times

In the beginning, there was no retirement. There were no old people. In the Stone Age, everyone was fully employed until age 20, by which time nearly everyone was dead, usually of unnatural causes. Any early man who lived long enough to develop crow's-feet was either worshiped or eaten as a sign of respect. Even in Biblical times, when a fair number of people made it into old age, retirement still had not been invented and respect for old people remained high. In those days, it was customary to carry on until you dropped, regardless of your age group -- no shuffleboard, no Airstream trailer. When a patriarch could no longer farm, herd cattle or pitch a tent, he opted for more specialized, less labor-intensive work, like prophesying and handing down commandments. Or he moved in with his kids.

<http://www.nytimes.com/1999/03/21/jobs/the-history-of-retirement-from-early-man-to-aarp.html>

Images for The History of Retirement, From Early Man to A.A.R.P. - The New York Times

At one time, I thought I could retire at age 59 ½, but once I reached and surpassed that age (DOB 9/9/1953), I reconsidered. One of the biggest considerations is anticipated life expectancy. My father Harold L. Bolstad was severely injured in the Korean War and suffered from those wounds his entire life but still lived to age 87. My one grandfather Morten Hansen Norager lived to age 93 and might have lived longer except his one hand slipped on the chinning bar while doing chin-ups and he fell and broke his hip and never recovered. My other grandfather Kinley E. Bolstad lived to age 80. Even being debt free and owning my own home, as well as savings, IRAs, pension, and social security, I am concerned about outliving my retirement income, and so have decided at this point to put off taking the **Required Minimum Distributions (RMDs)** from Social Security until age 70 and Individual Retirement Accounts until age 72. As for **Portico Benefit Services** retirement benefits I plan to keep my options open.

ELCA Retirement Plan Account >> Annuity Options Calculators

Typically, **you can annuitize until age 80**, or when you retire from service, if later.

<https://myportico.porticobenefits.org/myportico/Retirement/ToolsInformation/Calculators/AnnuityOptionsELCARetirementPlan>

Images for ELCA Retirement Plan Account >> Annuity Options Calculators

Because I do not have dependents, I have taken out long term care insurance with **Genworth Long Term Care**.

Genworth Long Term Care - Free Guide & 5 Money Saving Tips

Free Savings Guide · Work by Phone · Compare up to 8 Insurers · Budget Point Pricing

https://www.genworthltcquote.com/default.aspx?gclid=CjsKDwjw0cXIBRCxjgnE3K3sHhIkAL1LezRYJogXdjzRv5cmq57q4GNa7SZxuiBrd3igkiMMBi-GgJUwPD_BwE
Images for genworth long term care insurance

There are numerous considerations that go into the decision of when to retire.

Resources

At What Age Should a Pastor Retire? Ten Diagnostic Questions – Thom Rainer

So, at what age should a pastor retire? It really depends. Every situation is unique. You may have many years left in your current church. Or you may need to retire now and allow new leadership an opportunity to take the church to a new level. Be honest with yourself. Above all, be honest with God.

<http://thomrainer.com/2017/03/age-pastor-retire-ten-diagnostic-questions/>

Images for At What Age Should a Pastor Retire? Ten Diagnostic Questions – Thom Rainer

<http://thomrainer.com/2017/03/six-reasons-pastoral-tenure-may-be-increasing/> #1

<http://thomrainer.com/2014/09/happens-boomer-pastors-retire/>

<https://thomrainer.com/2018/08/why-i-am-retiring-from-lifeway/>

<http://www.christianpost.com/news/pastors-retiring-who-stay-at-their-churches-7-thoughts-148679/>

http://thetandd.com/lifestyles/faith-and-values/pastors-are-getting-older-delaying-retirement/article_fb7f4195-2ee5-57ce-af37-efb481f25687.html

<http://www.lifeway.com/pastors/2016/05/31/five-stages-of-a-pastors-ministry/>

Images for thom rainer (author)

Behavioral and Psychological Aspects of the Retirement Decision

Deciding when to retire may be one of the most important decisions an individual makes during his or her lifetime.

<https://www.ssa.gov/policy/docs/ssb/v71n4/v71n4p15.html>

Images for behavioral and psychological aspects of the retirement decision

4 Things That Can Help You Decide When to Retire | NEA Member

Deciding to retire is not something you do on a whim. It takes careful planning to pin down your ideal retirement age. There are complex issues to weigh, including pension and health benefits, income and expenses, longevity expectations, and the emotional effects of walking away from serving the educational community.

<https://www.neamb.com/4-things-that-can-help-you-decide-when-to-retire.htm>

Images for Decide When to Retire

Nick Saban has no timetable for retirement | ProFootballTalk

Three prominent football coaches are 65. One (Bill Belichick) has a boss who wants the coach to stay into his 80s. Another (Pete Carroll) said in response to that, "Why stop there?"

The third recently addressed when he may decide to pack it in.

<http://profootballtalk.nbcsports.com/2017/06/09/nick-saban-has-no-timetable-for-retirement/>

Images for Nick Saban has no timetable for retirement | ProFootballTalk

Pastor Rick Warren Is Well Prepared for A Purpose Driven Retirement

Like his financial life and personal discipline, Warren's views on retirement fly in the face of the traditional thinking. "The word 'retirement' is not even in the Bible," he said, "so it's not a biblical concept. What is taught in Scripture is a transition. You may change jobs, you may change vocations and you may volunteer for free, but there is nothing that says you work most of your life and then get to be selfish for the next 20 years."

Providing a biblical perspective on what retirement should resemble, Warren adds, "The Bible says that as long as your heart is beating God has a plan and purpose for your life ... to grow personally, to get to know God, to serve others, and make the world a better place."

<https://www.forbes.com/sites/robertlaura/2013/03/21/pastor-rick-warren-is-practicing-what-he-preaches-and-getting-ready-for-retirement/#6c73fae24dbf>

Images for Pastor Rick Warren Is Well Prepared for A Purpose Driven Retirement

Retirement - Wikipedia

Retirement is the withdrawal from one's position or occupation or from one's active working life.^[1] A person may also semi-retire by reducing work hours.

Many people choose to retire when they are eligible for private or public [pension](#) benefits, although some are forced to retire when bodily conditions no longer allow the person to work any longer (by illness or accident) or as a result of legislation concerning their position.^[2] In most countries, the idea of retirement is of recent origin, being introduced during the late 19th and early 20th centuries. Previously, low [life expectancy](#) and the absence of pension arrangements meant that most workers continued to work until death. Germany was the first country to introduce retirement benefits in 1889.^[3]

Nowadays, most developed countries have systems to provide pensions on retirement in [old age](#), funded by employers or the state. In many poorer countries there is no support for the old beyond that provided through the family. Today, retirement with a pension is considered a right of the worker in many societies; hard ideological, social, cultural and political battles have been fought over whether this is a right. In many western countries, this is a right embodied in national [constitutions](#).

An increasing number of individuals are choosing to put off this point of total retirement, by selecting to exist in the emerging state of [pre-tirement](#).^[4]

<https://en.wikipedia.org/wiki/Retirement>

Images for retirement

<https://simple.wikipedia.org/wiki/Retirement>

6 Signs that You Are Ready to Retire Early - Bankrate.com

<http://www.bankrate.com/finance/retirement/signs-ready-to-retire-early-1.aspx>

Images for 6 Signs that You Are Ready to Retire Early - Bankrate.com

<https://www.businessinsider.com/6-signs-youre-ready-to-retire-early-2013-4>

<https://www.thebalance.com/signs-that-you-are-ready-to-retire-early-4582289>

The Missionary Who Wouldn't Retire | Christianity Today

Lesslie Newbigin, born 100 years ago today, launched a new career at age 66 by calling Western churches to act like they were in the mission field.

<http://www.christianitytoday.com/ct/2010/january/1.44.html>

Images for The Missionary Who Wouldn't Retire | Christianity Today Lesslie Newbigin

The 10 Most Difficult Retirement Decisions | Retirement | US News

The decision to retire can be sparked by a number of factors: reaching a specific age, hitting a savings goal, or being laid off in a tumultuous job market. To support yourself without income from a job, you'll have to make a series of choices about Social Security, health coverage, and your investments. Here are 10 of the toughest decisions you will make before you retire.

<http://money.usnews.com/money/retirement/articles/2011/08/29/the-10-most-difficult-retirement-decisions>

Images for The 10 Most Difficult Retirement Decisions | Retirement | US News

21 Questions to Ask Yourself Before Deciding to Retire

Bishop and several other financial advisors say there are several factors you should consider to [determine your retirement readiness](#). So, before you decide to retire from the workplace, ask yourself these 21 retirement questions.

<https://www.gobankingrates.com/retirement/7-questions-ask-yourself-before-deciding-retire/>

Images for 21 Questions to Ask Yourself Before Deciding to Retire

What to Know Before Making the BIG Retirement Decisions

Tread carefully, many retirement decisions are permanent.

<https://www.thebalance.com/big-retirement-decisions-2388805>

Images for Making the BIG Retirement Decisions

I availed myself of Portico pre-retirement seminars and webinars going back to 2004. I quipped, "If I take in enough of them, something is bound to sink in sooner or later."

Pre-retirement Seminars & Webinars - MyPortico - Portico Benefit Services – A Ministry of the ELCA

If you're over age 50 and within 15 years of retirement, our pre-retirement seminars and webinars are a great way to get planning off to a strong start or keep the momentum going. Hosted by Portico and a certified Ernst & Young financial planner, the seminars and webinars answer the important questions you may have about retirement, including: How much money will I need when I retire? What health care options will I have in retirement? As I approach retirement, how can I manage my investment risks? How can money be distributed from my ELCA retirement account to create a steady stream of income in retirement? Both allow time to answer questions along the way.

<https://myportico.porticobenefits.org/NewsEvents/Events/Pre-RetirementSeminars>

Images for Pre-retirement Seminars & Webinars - MyPortico - Portico Benefit Services – A Ministry of the ELCA

My will states that the bulk of my estate shall go to [Lutheran World Relief](#). My goal is to leave as many assets behind as possible.