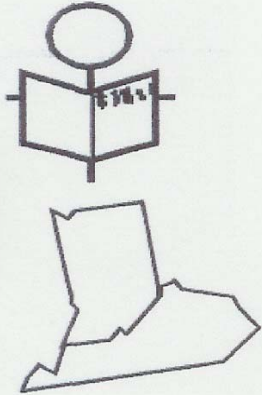


ed. network

A networking newsletter for the Christian Education Ministries of the Indiana-Kentucky Synod, ELCA to equip, empower, and encourage believers of all ages to develop their relationship with God and neighbor through faith development and discipleship.



Within your congregation's educational ministry, service projects can be an active response to what our Lord expects us to do [Micah 6:9], as well as following the Great Commandment [Matthew 22:37-39]. "SERVICE PROJECTS – AN ACTIVE RESPONSE TO LOVE" will be presented in two issues. This issue will include tips on planning, budget, and permission slips.



CALLING ALL INDIANA-KENTUCKY CHRISTIAN EDUCATORS, PAID OR VOLUTEER!

PLEASE COMPLETE ONE MORE PAPER!

Go to www.iksynod.org to complete or update the Congregational Christian Education Survey. In Search, type in Christian Education. Then click on the bold **CHRISTIAN EDUCATION TEAM SURVEY**.

The completed survey can be sent via email or regular mail. This survey gives Karen Seykowski and Jan Philpy, I-K Synod's Christian Education ELCA Network Leaders, needed information about your congregation that will facilitate your Christian Education Ministry!

STEPS TO PLAN A SUCESSFUL PROJECT



Planning is important. My personal guide is to plan your work and then work your plan!

1. **PURPOSE:** Clearly define your purpose and be as specific as possible. There is a big difference between "Feed The World" AND "Serving dinner at the East Side Community Center on Thursday night."
2. **PEOPLE:** Who is best suited to accomplish your mission or your stated purpose?
3. **PURPOSE REVISITED:** Assemble your team and restate a clear vision of the purpose of your project. Get your team to buy-in to the purpose or even modify the purpose until they clearly can state that this is what they want to do.
4. **SCHEDULE:** From the purpose, clearly define the timeline for completing your project. This will define when the sub-tasks must be accomplished. Make a written timeline which has the subtask defined, when it shall be done, and who is going to do it.
5. **CRITICAL PATH SUB-TASK:** From #4 above, determine the critical path sub-task and make sure it is being done on time.
6. **TEAM MEETINGS:** Conduct regularly scheduled team meetings to go over the plan and make sure sub-tasks are getting done.
7. **DECISIONS:** Provide options, but have decisions be team-based. It will increase ownership in the project.

(continued on page 2)



How do we help young people finance the service projects they wish to tackle?

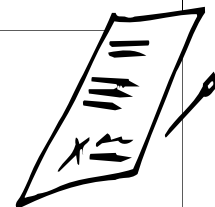
First, make sure you have a complete list of what the project must have to be complete. Then look at your own church budget. Is this an annual activity? If so, your church may already have built the project into their budget. Is it a project that will accept donations, either monetary or “gift-in-kind”? Don’t forget to keep a running account of the donations in order to send thank you’s.

And don’t forget to utilize Thrivent Financial for Lutherans! Does your congregation do service projects that benefit a 501c3 organization: food pantries, orphanages, homeless shelters, mission projects, and others? Many congregations leverage their service project dollars with dollars from Thrivent Financial for Lutheran. Everyone works closely with their three Thrivent Congregational Coordinators who help form a Community Service Team of six Thrivent households in order to help the congregation with the fundraiser or hands on service project. The Coordinators will assist you on how to fill out the request forms to submit to your local Thrivent

Chapter. Once approved, you might receive “supplemental funding” or “seed money” for your project from your Thrivent Chapter. Your Congregational Coordinator can help you properly use the Thrivent Financial for Lutherans name and logos in your promotions. One I-K Synod church, uses this method of supplemental funding for many of their projects such as: Mitten Tree, Lutheran World Relief School Kits, Hearts in Motion, Heifer International, Special Olympics, Homeless Shelter – Pillows, Christmas Toys for Food Pantries, and many other projects.

PERMISSION SLIPS are a must!

These keep both the parent/guardian and the church accountable. Simple permission slips include: Participant’s name, address, phone number; parent/guardian’s name, address, and emergency information should also be on the permission slip. Cell phone or work numbers are helpful. A signed Consent for Medical Treatment of a Minor Child may be necessary.



Make sure that both the participant and parent/guardian are aware of the date, time, place, and type of activity your service project will involve.

Don’t forget to have your First Aid Kit along and that all adults follow both your Church Guidelines and State laws!

(Planning Steps, continued)

8. RESOURCES: Identify the resources required to complete the project. Identify who will provide what. If budget is required, make sure that the Church Council is fully informed on the project and what budget is required.

9. FOCUS: Keep your eye on the purpose.

10. CELEBRATE: When you have accomplished your goal and completed your project, recognize the team and celebrate as a team.