

MEETING REQUEST FORM ~ GOOD SHEPHERD LUTHERAN CHURCH

Please fill out a form for each meeting scheduled whether taking place on the GSLC premises or offsite and place in Office Administrator's mail slot.

Day and Date of Meeting _____ Approx Number of Attendees _____

Meeting Start – End Time _____

Room Availability Start – End Time (if different than above for set up/break down) _____

Contact Person _____ Phone _____ Day Night

Contact Person for Set Up/Break Down (if different than above): _____

Name of Event _____

Offsite or Room Preference _____ (rooms assigned by Office – if specific room required, please indicate)

Special Setup Needs/Requests (if any)

Set up Tables – Qty _____

Technology Needs:

Set up Chairs – Qty _____

TV

VCR/DVD

Specific Room Layout:

Screen

LCD Projector

**Please make your own arrangements for set up/break down.*

Date Submitted _____

WORK ORDER REQUEST FORM ~ GOOD SHEPHERD LUTHERAN CHURCH

Please fill out a form for each request and place in Office Administrator's mail slot.

Date Submitted: _____ Project: _____

Requested by: _____ Phone: _____ Email: _____

Completion Required by: _____

**** Please give 2 weeks notice for completion. No work orders will be processed w/out staff approval.**

Request: _____

****Please be specific and complete. Draw picture on back if necessary.**

SCHEDULING MEETINGS AND EVENTS – CHURCH CALENDAR

BEFORE FINALIZING a meeting or event date, check it with Pastor or other staff person if their attendance is customary or expected **AND** notify the church office to ensure that appropriate space is available.

◆ *To schedule a **regular** meeting or event that does not require space other than a regular classroom:*
Complete a green *Meeting Request* form (available near mail slots) and place in the Office Administrator's mail slot. Please complete one form for EACH meeting you are scheduling. You will only be contacted if there is a question or conflict regarding the date or space.

◆ *To schedule a **weekly** or other recurring meeting:*
Complete only one green *Meeting Request* form per year. Indicate on top of the form that this meeting is recurring and the frequency of meetings (i.e. weekly, bi-weekly, first and third Sundays, etc.). Be sure to include start and stop dates. If you need a special room set-up for a specific meeting, please complete a separate form for that date and leave it in the Office Administrator's mail slot.

It is the committee/team's responsibility, if you want to remind members of the meeting, to do so either by e-mail, phone call or post card. A supply of reminder postcards and stamps is available from the church office upon request.

◆ *To schedule a **special event**:*
Complete a green *Meeting Request* form and put in the Office Administrator's mail slot. One person needs to be designated as "in charge" – both for questions ahead of time as well as during the event – and that name needs to be included on the *Meeting Request* form submitted to the church office. Be specific about space and or other special needs (# of tables and set-up, TV/VCR, # of attendees) – list details on form (use back if necessary). If you need to have the space ready before the event is scheduled to begin, please be sure to indicate time (so custodian knows when he needs to be done).

CALENDARS

Dates will then be automatically included by the office administrator on all calendars. Events that are open to **all** adults or **all** children or **all** families (e.g. worship, education, social events, congregation meetings) may also be included in the Sunday morning take-home Good News Page.

IF A MEETING OR EVENT IS POSTPONED OR CANCELLED because of anticipated poor attendance, weather or whatever:

- a) immediately call church office so that information is available to anyone who calls office and for calendar/schedule purposes
- b) contact the committee members or anticipated attendees.

LEADING A COMMITTEE MEETING

BEFORE THE MEETING

- ◆ See *Scheduling Meetings and Events – Church Calendar* in this section of the Leaders' Handbook.
- ◆ Be sure you have a fob to enter the building.
- ◆ **Prepare and distribute an agenda in advance.** By the time of the meeting, YOU will have an agenda, even if only in your head. Why not help your members participate more effectively by sending them the agenda ahead of time. **Some advantages** are that committee members:
 - will be reminded of the meeting
 - will know all the items to be discussed
 - can think and pray about the items on agenda
 - can seek additional information, talk with others, and otherwise prepare
 - who know they will be absent can send their thoughts ahead of time
- ◆ **Specify time limits for each agenda item and an end time.** By sticking to these guidelines, you show respect for the committee members' time and willingness to serve.
 - If approximate times are listed for each item on agenda, all can help monitor time during meeting – and hopefully will remember that when speaking
- ◆ **Members who are absent** can be kept on board thru an agenda or by sending them a “missed you” postcard (available from church office) – holds folks accountable and promotes better attendance

CHAIRING THE MEETING

- ◆ **It is not always easy to lead a meeting.**
 - While the chair has these specific responsibilities, **all** participants have a role:
 - to begin on time (no sense punishing those who are there)
 - to remember who you are and where you are by having devotions or prayer at beginning and end
 - to be sensitive to the personal needs/situations of members – one way is to begin with sharing
 - to be sure the meeting moves along, but is not rushed
 - to recognize the right of all to speak, but no one to dominate
 - to protect the equal rights of all members
 - to be courteous, honest, fair
 - to inject appropriate humor
 - to end on time
 - In large meetings, chair must not participate in the discussion, but rather facilitate it impartially.
- ◆ **Here are some common concerns and several suggestions about how you can deal with them.**
 - If someone is dominating conversation, or if not everyone is participating in discussion, you may say:
 - Is there someone who hasn't spoken who would like to speak?
 - Let's give those who haven't spoken a chance.

- Is there someone who wants to speak for/against [the opposite of what has been said] this?
- Before anyone speaks twice on this issue, we need to give everyone a chance to talk.
- Does anyone have something NEW to say / that hasn't been said before?
- If the discussion is going in circles, you may say:
 - Let's get more focused. How about we write down what we mean [in the form of a motion]
 - This issue is complicated.. Let's separate it into several parts and talk about one part at a time.
 - Let's break into a few groups and talk about this piecemeal.
 - Let's refer this to a (smaller/another) group that can give it the time it needs.
 - Let's write some of what we have said on the board. It may be clearer then.
 - Let's put part of this issue on the "parking lot," and only talk about the other part of it.
 - We seem to be very confused about this. Maybe we'll be able to think more clearly next meeting. How about we table it till then?
- If there are disturbing side conversations, simply stop speaking and look at those speaking and say:
 - When you speak, please talk to the whole group.
 - We'd all like to hear what you have to say.
- If the discussion is slow or dying, you may say:
 - Is there any further discussion?
 - Are you ready to vote? (Be sure what you are voting on is written down and understood by all.)
- Or, if it appears all agree:
 - It seems that we all agree. Can we decide this by consensus? Does anyone object? (If not, it's decided. If there is an objection, you need to vote.)
- If you are deadlocked, you may say:
 - I think we have discussed this enough. It's obvious that we don't all agree, so we need to vote. (Be sure what you are voting on is written down and understood by all.)

VOTING

- ◆ Only committee/team members vote. Staff liaisons do not vote.
- ◆ The chair cannot vote except to make or break a tie. All others *must* vote: Yes, No, or Abstain.
- ◆ Quorum is majority of committee members, not counting staff liaisons (It's important to keep committee membership list current.)
- ◆ Without a quorum, a committee may *discuss* anything, but may not *vote* on anything.

REPORTING THE MEETING

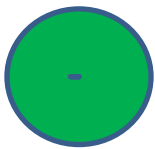
- ◆ See *Sample Committee Report Form* in this section of the Leaders' Handbook.
- ◆ Email copy to Office Administrator for church files as well as distribution to Council, Staff and other leaders.
- ◆ Each chair is responsible for distributing minutes to their own committee members.



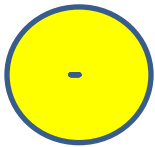
Ministry Team (Name)

Report

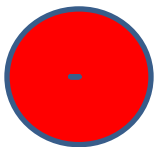
August, 2014



Please list most important Ministry Team accomplishment for past month.



Please list one or two critical tasks or issues to be addressed by Ministry Team in next month.



Please list one or two important concerns or problems facing the Ministry Team currently.



Ministry Team (Name)

Motion to Council

August, 2014

Background

Please briefly describe the context for this issue.

Benefit

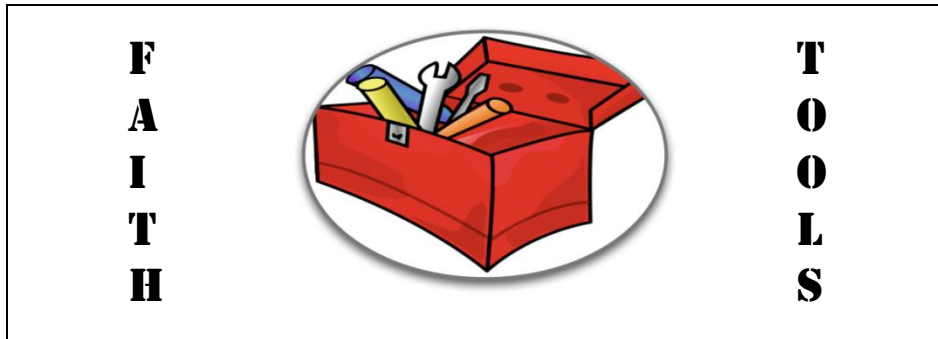
Please state the benefit to the congregation or ministry of this action.

Motion

Please state the motion for Council vote.

Section 5-E

Issued July 2014



A TOOLKIT FOR LEADING DEVOTIONS WITH SMALL GROUPS
August 2012

*Prepared by: Natural Church Development Team
Dan Groth, David Rochow, Jan Schnitzlein, Janine Shugan and Dave Wirth*

*You shall love the Lord your God with all your heart, and with all your soul, and with
all your mind. Matthew 22:37*

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OVERVIEW



- **WHY HAVE DEVOTIONS:**

- Connects us to God and to each other; helps us transition from the busyness of our lives and center our time together as a faith community
- Increases sense of belonging and trust through sharing
- Ultimately helps guide our ministries by increasing our sense of God's mission for us in this place
- Gaining experience in talking about our faith in our small groups also helps prepare us to be able to talk about what we believe in response to others' questions

- **WHY THIS TOOLKIT WAS DEVELOPED:**

- Natural Church Development (NCD) survey identified Passionate Spirituality as the area with the greatest growth potential. Sharing our faith through devotions is one way to express Passionate Spirituality.
- Many of our small groups already include devotions as a regular part of their time together, but a number of individuals have expressed a lack of confidence in leading devotions.
- The intent is to provide *resources* to make leading devotions easier. This toolkit is not intended to define one single way of leading devotions. Leading devotions as a *personal* expression of your faith is often the most meaningful to the group.

- **SHARING RESPONSIBILITIES:**

- Broader participation strengthens the team and each of the members
- Different voices provide different insights; different leadership styles elicit new conversations
- Provides leadership opportunities for all; learning by doing – in a safe environment

- **PRACTICE AND PREPARATION HELP:**

- Regular *personal* devotions make it easier to lead group devotions
- Starting with personal prayer at least a week before leading devotions opens your heart and mind to recognize topics that will often 'suggest themselves' in the course of everyday life.
- As with almost anything else, people generally find that leading devotions gets easier with experience



GENERAL DEVOTIONS OUTLINE

(You can ctrl-click on the links below to go directly to additional resource information.)

- [Icebreaker](#) (Optional – good for building relationships when time permits)
- Main Content
 - Try to choose something that speaks to you personally.
 - Focus on one main idea.
 - If possible, choose something relevant to the group’s purpose. Staff can be very helpful with this.
 - Using multi-media resources can add interest. YouTube, iTunes and general Internet search engines are good tools you can use.
 - See the following sections for resource ideas:



- [Electronic media devotional resources](#)



- [Bible and devotional books](#)



- [Sharing](#)



- [Prayer](#)



[To General Outline](#)



ICEBREAKER



PURPOSE: To help connect to one another and build relationships.

- **CONSIDERATIONS:**

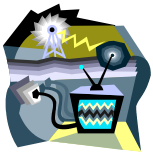
- If a large group, break into smaller discussion groups so each person has time to share.
- Icebreaker questions should be something easy for group members to answer without a lot of thought. They are not intended to be deep faith reflections.
- Icebreakers should let others know something about the person sharing without asking people to reveal anything too personal.
- Study Bibles frequently have icebreaker questions designed to relate to Bible passages.

- **GENERAL ICEBREAKER EXAMPLES:**

- Could you share one high and one low experience for you from the past week? (Our confirmation classes have enjoyed using this form of sharing. Praying for each other using the highs and lows that were shared can be a good way of connecting to each other and to God in our everyday experiences.)
- What is the best news you've heard all week? The worst news?
- What is the nicest thing anyone has said about you?
- Who is your number one advisor in life? Why?
- What day of your life would you most like to relive? Why?
- What was the best gift you ever received as a child?



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ELECTRONIC MEDIA DEVOTIONAL RESOURCES

OVERVIEW:

- There is a multitude of devotional material available on the Internet.
- Regular personal use of any of these resources will help devotion leaders choose devotional materials they feel comfortable using with a group.
- Consider using video and music resources (see the “Advanced” Section)
- The following options are divided into “[Basic](#),” “[Intermediate](#)” and “[Advanced](#)” categories. In each category a primary resource is listed, followed by additional resources in alphabetical order.

DIFFICULTY: BASIC – relatively short devotions geared for daily personal use which can be easily adapted for groups

Primary “Basic” Resource:

- **FaithConnects/The Upper Room:** Upper Room is the daily devotional published by the Methodist Church (also used as the daily devotional currently for FaithConnects). Each devotional includes a Bible passage and a discussion related to the reading. Users can also “like” the devotional and post comments that other users can see. There are not any discussion questions included with the devotion, so users will need to come up with their own segue from the reading material to discussion.
Source: <http://devotional.upperroom.org/> or daily emails from FaithConnects or App available for both the iOS (Apple) and Android operating systems. One caution – there is an “Upper Room Digital Magazine” also available – the app is different.

Additional “Basic” Resources:

- **Dare2Share:** Dare2Share is a teen-oriented website that not only has devotions (link above) but also other media geared towards youths and youth groups.
Source: <http://www.dare2share.org/devotions/archives/>
- **Creative Bible Study:** Creative Bible Study is a website that has a variety of devotional materials from standard Bible verses to Christian stories to inspirational videos. This website is run by a family-owned company called SonLife, Inc. that started off in 1985 as a Christian Book Store.
Source: <http://www.creativebiblestudy.com/index.html>
- **Daily Grace:** Daily Grace is the daily devotional published by the Women of the ELCA. Each devotional is a discussion of every-day experiences, and is not necessarily geared toward women. There are not any discussion questions included with the devotion, so users will need to come up with their own segue from the reading material to discussion.
Source: Daily Grace is currently only available as an App on the iOS (Apple) operating system or as an email subscription. <http://www.elca.org/Growing-In-Faith/Ministry/Women-of-the-ELCA/iPhone.aspx> will take you to the site to sign up for the email or get the app.



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- **God Pause:** God Pause is a daily devotional published by Luther Seminary. It also has a daily e-mail users can subscribe to. There are not any discussion questions included with the devotion, so users will need to come up with their own segue from the reading material to discussion.
Source: http://www.luthersem.edu/godpause/daily_view.aspx

DIFFICULTY: INTERMEDIATE – mostly designed for longer Bible study discussions, but can be adapted for devotions by focusing on a limited portion

Primary “Intermediate” Resource:

- **Daily Faith Practices:** Daily Faith Practices is a Bible study from the ELCA based on the Second Lesson each week. Users are directed to read the bible verse, followed by several discussion paragraphs with discussion questions. There is no need to go through the entire document for a devotional - one of these paragraph/question combinations will probably be sufficient for a group devotional.
Source: <http://www.elca.org/Growing-In-Faith/Discipleship/Christian-Education/Daily-Discipleship.aspx> Then click on “Daily Faith Practices” Link at bottom of page. Sometimes the ELCA does not update the links on their website, so you may need to navigate to the correct date using the links on the left of the page.

Additional “Intermediate” Resources:

- **Daily Discipleship:** Daily Discipleship is a Bible study from the ELCA based on the Gospel lesson each week. Users are directed to read the bible verse, followed by several discussion paragraphs with discussion questions. There is no need to go through the entire document for a devotional - one of these paragraph/question combinations will probably be sufficient for a group devotional.
Source: <http://www.elca.org/Growing-In-Faith/Discipleship/Christian-Education/Daily-Discipleship.aspx> Then click on “Daily Discipleship” Link at bottom of page. Sometimes the ELCA does not update the links on their website, so you may need to navigate to the correct date using the links on the left of the page.
- **Faith Lens:** Faith Lens is a weekly blog from the ELCA that contains warm-up discussions, recommended Bible readings, a reflection on the Gospel and questions to go along with each section. This blog is geared towards teenagers. Like Daily Discipleship and Daily Faith Practices, one or two discussion questions are probably sufficient for a group devotional. This site is updated during the school year only.
Source: <http://blogs.elca.org/faithlens>
- **Feed Your Spirit:** Feed Your Spirit is published by the United Church of Christ. There are daily (“Daily Devotional”) as well as weekly (“Weekly Seeds”) devotions. There are not any discussion questions included with the daily devotion, so users will need to come up with their own segue from the reading material to discussion.
Source: <http://www.ucc.org/feed-your-spirit/>. There is also a daily e-mail to which users can subscribe.



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- **The Lutheran Magazine:** The Lutheran Magazine has current and past articles and Study Guides which can be adapted for devotions.

Source: www.thelutheran.org

DIFFICULTY: ADVANCED – additional resources which can be useful to supplement the above resources but which require more work to craft a devotion to use with a small group

Primary “Advanced” Resource:

- **Bible Study Tools:** Web’s largest resource of online Bible study resources including multiple commentaries

Source: www.biblestudytools.com

Additional “Advanced” Resources:

- **Bible Gateway:** Bible Gateway is a website that features several search engines for doing word searches of the Bible, including a Topical Search where you can put in a keyword (such as a subject to be discussed in the meeting) and the website will suggest Bible Verses for this keyword. This website is very useful for people experienced with devotions and are looking for specific topical devotions.

Source: <http://www.biblegateway.com/>

- **Internet Christian Library:** Links to many other Internet resources

Source: www.iclnet.org

- **Lutheran Bible Ministries:** “Light on the Lessons” study guides associated with the lectionary

Source: www.bibleministries.org



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BIBLE AND DEVOTIONAL BOOKS

OVERVIEW:

- There are literally hundreds of Bibles and books that can be used to inspire a devotional.
- Bibles are available in the Good Shepherd Library and on the Bible cart which is usually in Room A. Using a different translation can sometimes give you a different perspective.
- A selection of devotional books can also be found in the Good Shepherd Library.
 - Most devotional books can be found in Section 242.
 - You can also turn on the PC in the library (instructions are by the PC), click on “EDIT” then type in “devotion” in the “FIND” field.
 - Please be sure to sign out library books.

STUDY BIBLES – Any Bible will do, but several study Bibles have useful tools for creating devotions. Here are three suggestions:

- **Basic:** Serendipity Bible / Master Builders Bible
 - NIV translation which includes small concordance (subject index), and good questions to use for icebreakers, thought-provoking questions regarding the text and questions to help connect the Bible to daily life
- **Intermediate:** Lutheran Study Bible
 - This Bible features the NRSV translation as well as larger concordance, introductions, notes, and articles written by over sixty Lutheran pastors and teaching theologians. This resource is designed to invite readers to experience the Bible and its message through solid background material, unique Lutheran insights, and opportunities for faith reflection. Reader-friendly, inviting, and engaging, this is the perfect study Bible for youth and adults.
- **Advanced:** Harper Collins Study Bible
 - The landmark general reference Bible that offers the full text of the New Revised Standard Version, now completely revised and updated by leading biblical scholars, including, new introductions and notes, diagrams, charts and maps—25% revised or new material. The concordance in this Bible is the most complete of these three Bibles.



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DEVOTIONAL BOOKS AND MATERIALS: Just a few of the many available devotional books are listed below. Of the resources below, *Christ In Our Home* is probably the easiest to use for a turnkey devotion.

- **A Year with Jesus: Daily Readings and Meditations** by Eugene Peterson, published by Harper One (2006). Chosen from the Gospels of Matthew and John, the 365 readings encourage us to remove ourselves from our hectic, day-to-day pace and reflect on the life and teachings of Jesus himself. These Gospel selections are accompanied by reflections and prayers from bestselling Christian author Eugene Peterson. Readers will discover a daily companion that offers wisdom and guidance throughout the year.
- **Bread for the Journey: A Daybook of Wisdom and Faith** by Henri Nouwen, published by Harper One (2006). When beloved author Henri Nouwen set out to record this daybook of totally new reflections, he suddenly found himself on "a true spiritual adventure." For in these 366 original, interlocking morsels of daily wisdom, Nouwen provides both sustenance and a trail for us to follow, as he unveils, to his own surprise, his personal map of faith. From the delicate interplay of human experience to the surrender to Christ and the embrace of Christian community, that journey of Christian spirituality is explored and celebrated here in each eloquent, thought-provoking passage.
- **Chicken Soup for the Soul** by Jack Canfield and Mark Victor Hansen, published by HCI (2001). Two of America's best-loved inspirational speakers share the very best of their collected stories and favorite tales that have touched the hearts of people everywhere. Canfield and Hansen bring you wit and wisdom, hope and empowerment to buoy you through life's dark moments. (There are also additional specialized versions.)
- **Christ In Our Home**: *Christ in Our Home* is a quarterly devotional resource that encourages readers to live out their faith daily. Each reflective reading is accompanied by a daily scripture reference and prayer for the day. Copies are available in the narthex.



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SHARING

PURPOSE: Use a thought-provoking question related to the devotions topic or to the theme of the meeting.

CONSIDERATIONS:

- If a large group, break into smaller discussion groups so each person has time to share. When rejoining the group, ask a few people to share highlights with the larger group.
- Sharing time can be very important in hearing the voice of the Holy Spirit through the members of the group.
- Many of the devotional materials will have question suggestions. Choose questions appropriate for the dynamics of the group and the amount of time allotted.

EXAMPLES of general purpose faith reflections questions:

- What word or phrase in the devotion catches your attention? Why?
- What do you hear God saying to us in this devotion?
- What delights or challenges you in this devotion?

EXAMPLES of faith reflection questions from FaithConnects Email Devotions “Thought for the Day” which may also be appropriate for other devotions:

- What helps me to find direction from God?
- What labels limit my seeing and honoring people as God’s beloved children?
- How have my actions this week helped others to see Christ?
- What do my neighbors know about God’s love because of knowing me?
- How has God shown love for you? How have you shown love for others?



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PRAYER

PURPOSE: Invites God into the meeting; relates the devotion topic to the daily needs of God's people

CONSIDERATIONS:

- God speaks through his people and will not leave you speechless when you open your heart in prayer.
- God hears all prayers, whether prepared in advance or spontaneous, whether they are from a resource or from your heart.
- Ask for prayer concerns or invite people in the group to offer their own prayer petitions (popcorn prayer).
- Many devotional materials will also include prayer suggestions related to the topic.

BOOKS OF PRAYERS:

- **A Barclay Prayer Book** by William Barclay, published by Westminster John Knox Press (2003). Some of William Barclay's most beloved prayers and meditations. Written so many years ago but still as fresh and meaningful as ever, these prayers invite us to experience the wellspring of spirituality that nourished this timeless theologian's creativity. Arranged both topically and chronologically through the church year, *A Barclay Prayer Book* is perfect for personal devotional study and a useful resource for worship leaders.
- **Awed to Heaven, Rooted in Earth: Prayers of Walter Brueggemann** by Walter Brueggemann, published by Fortress Press (2002). These deeply felt and sparkingly articulated prayers reflect a wide range of life experiences. We are taken from the depths of pain and loss to the heights of joy and praise. Brueggemann's prayers lead us to deeper commitment, deeper faith, and deeper reflection. The volume also includes an index of biblical allusions that will be useful for preachers as well as the general reader looking for the biblical roots of these fears, hopes, struggles, and aspirations.
- **Prayers for the Common Good** edited by A. Jean Lesher, published by Pilgrim Press (1998). This book is a collection of readings as prayers that cause one to think about God. The heart of the concept of the common good is service to others. Here ancient and contemporary passages remind us of our responsibilities.
- **Soul Weavings – A Gathering of Women's Prayers** by Lyn Klug, published by Augsburg Fortress (2002). These rich strong prayers reflect the needs and experiences of women of all ages. They are gathered from historic and contemporary women of faith from around the world.

INTERNET RESOURCES:

- **Prayers from Daily Internet Devotionals** such as FaithConnects
- **ELCA Prayer of the day:** <http://www.elca.org/What-We-Believe/Prayer-Center/Prayer-Ventures-2.aspx>
- **Prayers and Litanies:**
 - <http://www.mtcarmellutheran.com/frenz/prayers.html>
 - <http://www.princeofpeacelutheran.org/prayer.htm>
- **World Prayers:** Interfaith prayers by faith tradition and somewhat by topic. www.worldprayers.org



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