

Your time. Our support.  
A greater difference.  
*Care in Congregations®*





## Thanks to you, more needs are met!

*Thank you for choosing to volunteer your time and skills with us. You help multiply the good we can do— together with our members—to make a difference and meet more needs in our congregations and communities. God’s blessings to you as you carry out this important work.*

**Our Mission**  
 Thrivent Financial for Lutherans is a faith-based membership organization called to improve the quality of life of its members, their families, and their communities by providing unparalleled solutions that focus on financial security, wellness and caring for others.

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## Care in Congregations®: Multiplying the good we do together



Supporting your congregation and its ministry to the community is important to you. It's a value you share with many members of your congregation. It's also a value Thrivent Financial for Lutherans shares with you.


Through the Care in Congregations program, Thrivent Financial for Lutherans members receive financial support and other resources for volunteer projects and/or fund-raising activities that benefit their Lutheran congregations and related Lutheran institutions.

This program helps multiply the good you, along with other members and Thrivent Financial for Lutherans, do together by working toward a common goal.

More needs are met. More lives are touched. More good is done where our members live and worship.

As a congregational coordinator, you have three primary responsibilities:

- ▶ Create awareness of the Care in Congregations program among the members in your congregation.
- ▶ Encourage the formation of service teams and engage members of Thrivent Financial for Lutherans and others in program activities.
- ▶ Request program funds and report activity results.



**Another way to serve your congregation**

As a congregational coordinator, you may order baptismal medallions and confirmation crosses for your congregation free of charge.

You can order these items directly online or by calling the Fraternal Service Center at 800-236-3736.

To order online, go to your "Order Congregation Supplies" page in the Congregational Coordinator Administration area. ([www.thrivent.com](http://www.thrivent.com) > Members/Chapters > For Congregational Coordinators > Congregational Coordinator Administration Menu > Order Congregation Supplies)

## Care in Congregations at a glance

### Eligible types of activities

There are two types of eligible activities that qualify for Care in Congregations funding:

- ▶ **Fund-raising activity:** Conducted to generate funds, which then are supplemented with Care in Congregations funds.

*Example: A service team conducts a silent auction or benefit dinner to raise funds for the congregation's food pantry that serves the community.*

- ▶ **Hands-on service activity:** Involve volunteer labor to assemble, develop or improve something for a congregation or related Lutheran institution. Thrivent Financial for Lutherans provides financial assistance to purchase the necessary materials.

*Example: A service team requests funds to purchase the materials they need to construct a wheelchair ramp to increase accessibility into the church building.*



## Care in Congregations at a glance (cont.)

	ACTIVITY REQUIREMENTS	
<b>Eligible recipients</b>	Congregations and their related Lutheran institutions (e.g., Lutheran schools, early childhood center, seminary, etc.).	
<b>Ineligible activities</b>	<ul style="list-style-type: none"> <li>• Activities conducted in foreign countries.</li> <li>• Activities supporting Thrivent Builds.</li> </ul>	
<b>Service team requirements to receive funding</b>	<ul style="list-style-type: none"> <li>• Must consist of Thrivent Financial for Lutherans members (benefit, associate, and/or youth members) from at least six <i>different</i> households. (After the six-member-household requirement is met, nonmembers also are encouraged to participate in the activity.)</li> <li>• Must be actively involved in the activity (i.e., provide the labor).</li> <li>• Participants do not have to be members of the recipient congregation.</li> </ul>	
<b>Important dates</b>	<ul style="list-style-type: none"> <li>• Dec. 20—Last day that new 2007 activity/funding requests can be made; that previously approved funding amounts can be changed; and that additional funding can be added to an existing activity. No exceptions can be made.</li> <li>• Dec. 31—All activities should be reported to be included in 2007 results.</li> </ul>	
<b>Funding requirements</b>	<ul style="list-style-type: none"> <li>• To receive funding, requests must be entered online before an activity occurs.</li> <li>• Care in Congregations program funds for the year are <b>not</b> carried over to the next year.</li> <li>• Care in Congregations program funds for an activity cannot exceed the remaining funds available for the year.</li> <li>• Care in Congregations program funds are sent to the congregation in the form of a paper check unless other arrangements are made with Thrivent Financial to have funds electronically deposited into the congregation's account.</li> </ul>	
	FUND-RAISING ACTIVITY	HANDS-ON SERVICE ACTIVITY
<b>Funding levels</b>	<ul style="list-style-type: none"> <li>• \$100 minimum per service team per activity.</li> <li>• No maximum provided the remaining funds available are not exceeded.</li> </ul>	<ul style="list-style-type: none"> <li>• \$100 minimum per service team per activity.</li> <li>• \$1,600 maximum per service team per activity. Not to exceed remaining funds available.</li> <li>• Up to 50 percent up-front funding may be provided <i>before</i> the activity to purchase needed supplies.</li> </ul> <p><i>Note: Activities are reimbursed up to the amount of expenses incurred for the purchase of required materials.</i></p>
<b>Ineligible uses of funding</b>	<ul style="list-style-type: none"> <li>• Educational, recognition or social events.</li> <li>• Supplies for fund-raising activities.</li> <li>• Payment of professional or contracted services by vendors.</li> <li>• As a direct grant.</li> </ul>	

## Support and tools are close at hand

Thrivent Financial values your dedicated service and is committed to providing the support and tools needed to help you and other members of Thrivent Financial make a difference.

### Where to go for answers

#### Chapter leadership board and congregational service team director

It takes teamwork to achieve success. Your chapter leadership board is available to provide support for your congregational coordinator team. In fact, one of the five required elected positions on the board is the congregational service team director. This person is available to assist you by:

- Serving as your primary contact for the chapter and answering questions about your role.
- Training and supporting you and your congregational coordinator team.
- Following up with you to help ensure activities are completed, funded and reported to Thrivent Financial for Lutherans.

If you need assistance, please contact your congregational service team director. To find out who is serving in this role, go to the Congregational Coordinator Administration area online and click Current Chapter Leadership Board.



#### Congregational Coordinator Administration area

is located at [www.thrivent.com](http://www.thrivent.com)  
> Members/Chapters > For  
Congregational Coordinators

#### Service center also offers help with using online screens

Requesting and reporting Care in Congregations activities online is fast and easy.

If you're not comfortable using the online screens to do these tasks, staff from our Fraternal Service Center can help by providing you with 1-on-1 training.

Call our Fraternal Service Center to see if training would work for you and to schedule a training session.



#### Fraternal Service Center

800-236-3736

[fraternal@thrivent.com](mailto:fraternal@thrivent.com)

A friendly voice is ready to help answer your questions when you call one of our fraternal customer service advocates. Or, you can leave a message during non-business hours or send an e-mail, and we'll respond in a timely manner.

#### Your regional Lutheran Community Services Team

This team is an excellent local resource that provides training, answers program questions and helps support you in your role. To find the Manager of Lutheran Community Services in your region, go to [www.thrivent.com](http://www.thrivent.com) > Fraternal Programs > MLCS Locator.

## Support and tools are close at hand (cont.)

### CHIP (CHapter Information Place)

[www.thrivent.com](http://www.thrivent.com) > [Members/Chapters](#) > [Ask CHIP!](#)

Looking for tips on how to recruit and form service teams? Need to locate processes, guidelines and tips for a wide variety of topics that you may encounter during the year? Ask CHIP!

CHIP is an online resource guide with a search function that lets you quickly find the information and answers you need.



### Congregational Coordinator News

[www.thrivent.com](http://www.thrivent.com) > [Members/Chapters](#) > [For Congregational Coordinators](#)

Congregational Coordinator News is the official source of information for up-to-date news about the Care in Congregations program, new supplies and other chapter-related topics. Articles are posted monthly, followed by an e-mail notifying congregational coordinators and linking them to the articles.

## Where to find promotional materials, activity supplies and more

### Forms page—tools to promote and celebrate your activities

[www.thrivent.com](http://www.thrivent.com) > [Members/Chapters](#) > [Volunteer Resources](#) > [Forms](#)

Tell others, and us, about your activities by using one or more of the following forms available to both congregational coordinators and service team volunteers on the Forms page online:

- ▶ **Care in Congregations Bulletin Insert:** Use this prewritten and predesigned template to enter your activity information in just minutes; then print, copy and distribute. Remember to first ask permission from your congregation to use an insert for publicizing an activity.
- ▶ **Care in Congregations News Releases** (one to announce your activity and one to use after your activity): Use these prewritten news releases to simply fill in your activity information; then print and send to your local media.
- ▶ **Volunteers in Action Information Release:** Use this form to share your activity's success and best practices with Thrivent Financial for Lutherans. We want to hear about your activities and may use them in chapter communications.



The tools above also can be accessed from your Order Congregation Supplies online (see page 6).





## 5 steps for success

Follow these five steps to help ensure a successful Care in Congregations activity.

### 1. Identify a need.

Work with your church leadership and the Thrivent Financial members in your congregation (as many as possible) to help identify needs that can be addressed using Care in Congregations funds.

Also ask:

- Does the activity have the potential to involve a significant number of Thrivent Financial for Lutherans members and/or raise a significant amount of dollars to warrant funding?
- How will you make the most of the Care in Congregations funds available to help meet different needs throughout the year? For example, consider activities that raise several dollars for each dollar of Care in Congregations funds provided.

Some congregations have specific fund-raising policies. Please respect these policies as you approve activities hosted by Thrivent Financial members.

### 2. Organize a congregational service team.

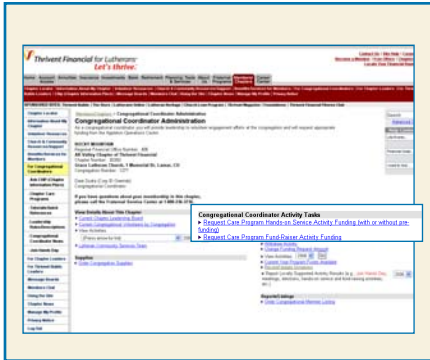
A congregational service team consists of all Thrivent Financial for Lutherans members who want to come together to help a particular congregation or its related Lutheran institution(s).

To qualify for Care in Congregations funding, the team must consist of Thrivent Financial for Lutherans members (benefit, associate, and/or youth members) from at least six different households who come together to conduct a chapter fund-raising activity or hands-on service activity. (After the six-member-household requirement is met, nonmembers also are encouraged to participate in the activity.)

Congregational coordinators may be included in the required six member households.

**What does this mean?**  
Are there terms you haven't seen before or don't know what they mean? See the small glossary on page 12 of this guide; or, for a complete glossary of chapter-related and program-related terms, go to CHIP on [thrivent.com](http://thrivent.com).

## 5 steps for success (cont.)



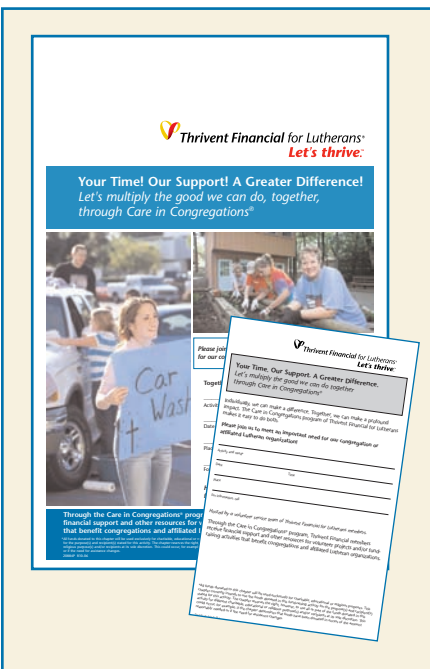
### 3. Request Care in Congregations funds prior to the activity.

Enter the service team's request online in the Congregational Coordinator Administration area. Select either Request Hands-on Service Activity or Request Fund-raiser Activity.

You will need to know:

- Type of need
- Activity type (hands-on service or fund-raising activity) and date
- Name and brief description of activity
- Estimated costs (hands-on service activity) or estimated funds that will be raised
- Total Care in Congregations funds requested from Thrivent Financial (at least \$100)
- Estimated number of Thrivent Financial for Lutherans households actively involved in planning, preparing for and working at the activity
- Contact name, phone number and e-mail address

After entering, verify that the activity is registered online by clicking on the "View Activities" link in your Congregational Coordinator Administration area.



### 4. Publicize the activity.

To help ensure a successful activity that meets your goals, it's important to "get the word out," encouraging people to attend and/or help. It also helps highlight how Thrivent Financial and its members multiply the good we do together to support your congregation through Care in Congregations activities and funding.

Two great tools to help make members aware of the activity and the program are the Care in Congregations bulletin insert and poster. See pages 5 and 6 for information on where to find these and other promotional tools.

## 5 steps for success (cont.)

### 5. Report activity results.

- After conducting the activity, **enter the results online**. Click on “Report Care Program Activity Results” from your Congregational Coordinator Administration area.

You will need to know:

- Volunteer hours
- Thrivent Financial for Lutherans member attendance and total attendance
- Net funds raised and/or total expenses incurred
- Total Thrivent Financial for Lutherans member households actively involved

After entering, **verify** that the activity status is reported as complete.

**Submit expense receipts** along with a Receipts, Funds Raised and Expenses form to your chapter financial director. This form is available online at [www.thrivent.com](http://www.thrivent.com) > Members/Chapters > Volunteer Resources > Forms.

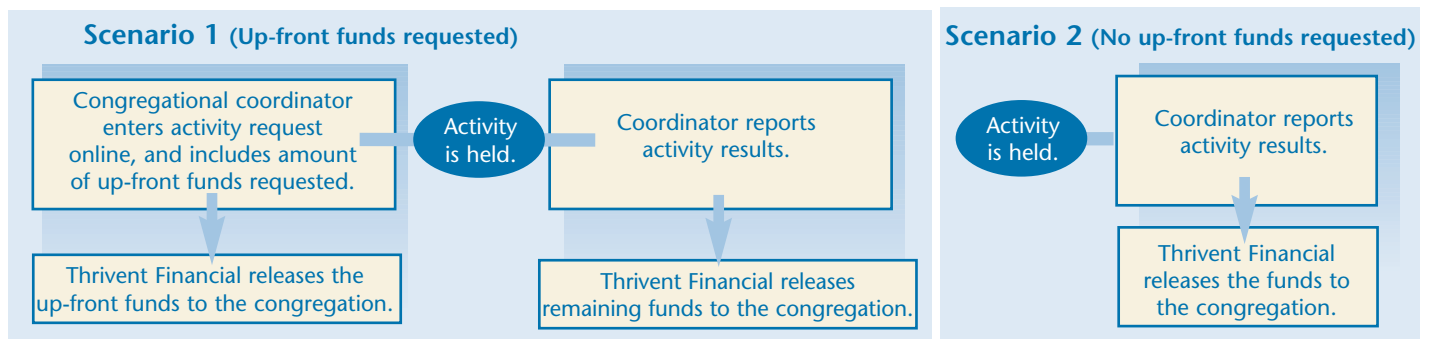
## Flow of funds

### Fund-raising activity



### Hands-on service activity

Funding can flow in one of two ways, based on whether or not a portion of the funds is requested up front.



## Another great way to make a difference: Care Abounds in Communities® program

Thrivent Financial for Lutherans gives members the opportunity to make a difference not only in their congregations but also in the communities where they live and worship.

As a congregational coordinator, you can help support members who want to help individuals, families or qualified not-for-profit organizations by telling them about the Care Abounds in Communities program.

Through this program, Thrivent Financial members have the opportunity to receive funding support and other resources for hands-on service and fund-raising activities that help meet needs in their community.

By encouraging members to contact their chapter leadership board about Care Abounds in Communities, you again help multiply the good we can do together.

The chart on page 11 provides a comparison of the Care in Congregations and Care Abounds in Communities programs. For complete details about these programs, refer to CHIP at [www.thrivent.com](http://www.thrivent.com) > Members/Chapters > Ask CHIP.



## Care programs comparison chart

REQUIREMENTS	CARE IN CONGREGATIONS®	CARE ABOUNDS IN COMMUNITIES®
<b>Eligible recipients</b>	Congregations and their related Lutheran institutions (e.g., Lutheran schools, early childhood center, etc.).	Individuals, families and qualified not-for-profit organizations <b>other than congregations</b> .
<b>Requirements to get funding</b>	<p>To qualify for funding from the Care in Congregations® and Care Abounds in Communities® programs, an activity must involve at least six Thrivent Financial for Lutherans members (benefit, associate, and/or youth members), each from a <b>different</b> household. After the six-member-household requirement is met, nonmembers also are encouraged to participate in the activity.</p> <p>Three congregational coordinators for the congregation.</p>	The five required chapter leadership positions are filled.
<b>2007 activity request deadline</b>	<p>Dec. 20: Last day (no exceptions) that any activity/funding request can be entered online for the chapter Care programs; that previously approved funding amounts can be changed; and that additional funds can be added to an existing activity.</p> <p>Dec. 31: Last day to report all 2007 activity results to be included in 2007 totals.</p>	
<b>Funding approved by</b>	Thrivent Financial for Lutherans.	Chapter leadership board.
<b>Funding flow</b>	Congregational coordinator requests funds from Thrivent Financial for Lutherans. After the activity has been conducted and reported, Thrivent Financial makes payment to the congregation.	Thrivent Financial for Lutherans sends funds to the chapter leadership board. After the activity has been conducted and reported, funds are paid based on the activity request originally provided by the community service team.
<b>Funds available</b>	As an annual program, funds are made available to the congregational coordinator team in early January for that calendar year.	As an annual program, funds are made available to the chapter leadership board in early January for that calendar year.
<b>Funding limitations for activities</b>	<p>\$100 <b>minimum</b> per activity.</p> <p>No <b>maximum</b> for fund-raising activities provided the remaining funds available are not exceeded.</p> <p>\$1,600 <b>maximum</b> per hands-on service activity provided the remaining funds available are not exceeded.</p> <p>For <b>hands-on service activities, up to 50 percent up-front funding</b> may be requested for supplies.</p>	<p>\$100 <b>minimum</b> per activity.</p> <p>\$1,600 <b>maximum</b> per fund-raising activity (per community service team) for a qualified not-for-profit organization.</p> <p>\$5,000 <b>maximum</b> per fund-raising activity (per community service team) for an individual or family.</p> <p>\$1,600 <b>maximum</b> per service team, per hands-on service activity.</p> <p>For <b>hands-on service activities, up to 50 percent up-front funding</b> may be requested for supplies.</p>

## Glossary

### Community service team

Thrivent Financial for Lutherans members (benefit, associate, and/or youth members) from at least six different households who come together to conduct a Care Abounds in Communities fund-raising activity or hands-on service activity.

### Congregational service team

Thrivent Financial for Lutherans members (benefit, associate, and/or youth members) from at least six different households who come together to conduct a Care in Congregations fund-raising or hands-on service activity.

### Congregational coordinator

A Thrivent Financial for Lutherans member who engages other members in the Care in Congregations® program.

### Locally supported activities

Fund-raising, administrative, social and hands-on service activities (e.g., chapter meetings, confirmation recognition and other social activities, etc.) hosted by service teams, and advertised as such, that do not use funds from any of the chapter Care programs.

For a complete glossary of chapter-related and program-related terms, please see CHIP at [www.thrivent.com](http://www.thrivent.com) > Members/Chapters > Ask CHIP > Glossary

### Net funds raised

Funds raised at an activity, **minus** total expenses incurred.

### Volunteer hours

- ▶ Time spent by Thrivent Financial for Lutherans members and nonmembers planning, preparing for and working at all funded and locally supported chapter activities **hosted by a Thrivent Financial for Lutherans volunteer service team** (i.e., hours worked as part of your normal volunteer time for your congregation should not be reported). This includes time spent traveling as part of volunteering.
- ▶ Planning, preparing for and attending Thrivent Financial business meetings.

*Example: Time spent making or serving the pancakes at a fund-raiser counts as volunteer hours; time spent eating them does not count.*

## Activity examples

Following are examples of actual Care in Congregations activities conducted by congregational service teams. For more examples, go to the “Care programs overview” page on CHIP (type “care programs overview” in the “Search For:” box) and click “Examples” under the Care in Congregations heading.

- ▶ **Jazz Service.** Professional musicians were joined by congregational members to lead a special jazz service. Funds then were used to support evangelism programs.
- ▶ **Toy Sale.** Gently used toys were donated by parents of children attending a Lutheran preschool. The toys were sold to the community, and the profits were used for minor repairs at the preschool.
- ▶ **Crystal Ball.** Fund-raiser where youth members prepared and served a fancy dinner to “formal” adult diners and then hosted a dance. The evening consisted of appetizers, dinner, dessert and entertainment.
- ▶ **Recycled Relics.** A special sale of used items.
- ▶ **Floor Tile Party.** Thrivent Financial members and congregational members installed new floor tile in the church fellowship hall. This hands-on service activity included pulling up old carpet, preparing floor, applying glue and placing tile.
- ▶ **Taste of Trinity.** Samples of different types of food were sold to congregational members after Sunday church service.
- ▶ **Stained-Glass Crosses.** In celebration of a 125th congregational anniversary, stained-glass crosses were made from the stained-glass windows that were salvaged from a tornado that destroyed the church. The crosses were sold on Easter Sunday to members of the congregation and then offered for sale to the public.
- ▶ **Homemade Ice Cream Social.** Youth of the church prepared and hand-cranked homemade ice cream. Funds were used for Sunday school materials and youth activities.
- ▶ **Movie and Dinner Fund-raiser.** Members provided a dinner and then a movie. Funds were put toward new handicap-accessible construction.
- ▶ **Consignment Sale.** Consignment sale was held to benefit the preschool. Funds were used to help pay for playground equipment.
- ▶ **Hosta Sale.** Congregational and Thrivent Financial volunteers potted thousands of hostas and sold them to the community.
- ▶ **Living Beyond.** As a hands-on service activity, members of Thrivent Financial and the congregation did painting, yard work and small construction projects for people not from the congregation.



**Thrivent Financial for Lutherans®**

Appleton, Wisconsin • Minneapolis, Minnesota  
[www.thrivent.com](http://www.thrivent.com)

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