

**ELKHART CHRISTIAN CHURCH,  
Disciples of Christ**

**PROGRAM BOOKLET**

**July 1, 2017—June 30, 2018**

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[www.elkhartcciowa.com](http://www.elkhartcciowa.com)



Logo Created by Gabrielle Butler

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**Note: If you find errors in this booklet, please notify Pastor Kevin or Becky Jones**

07/15/2016

<b>MISSION STATEMENT .....</b>	<b>4</b>
<b>VISION STATEMENT .....</b>	<b>4</b>
<b>OPEN AND AFFIRMING STATEMENT .....</b>	<b>4</b>
<b>LOGO .....</b>	<b>4</b>
<b>CHURCH SCHEDULE .....</b>	<b>5</b>
<b>CHURCH PUBLICATIONS .....</b>	<b>6</b>
ANNUAL REPORT .....	6
CHURCH PICTURE DIRECTORY .....	6
PROGRAM BOOKLET .....	6
THE SECRET PLACE .....	6
<b>SERVICES &amp; IMPORTANT DATES .....</b>	<b>6</b>
OTHER SPECIAL SERVICES .....	6
<b>GENERAL CONGREGATIONAL INFORMATION .....</b>	<b>7</b>
BUDGET .....	7
CHANGE OF ADDRESS OR TELEPHONE NUMBER .....	7
CHURCH BULLETIN .....	7
GREETERS .....	7
NEWSLETTER .....	7
OFFICE HOURS FOR THE CHURCH .....	7
PHONE TREE .....	7
SCHOLARSHIPS .....	7
USHERS .....	7
WEDDING ARRANGEMENTS .....	7
<b>PROPERTY MAINTENANCE &amp; IMPROVEMENT PROCEDURES .....</b>	<b>8</b>
<b>CWF .....</b>	<b>9</b>
<b>BUILDING USE POLICIES AND COSTS .....</b>	<b>10</b>
CLEANING DEPOSIT .....	10
KITCHEN ETIQUETTE .....	10
KITCHEN USAGE AND RENTAL .....	10
<b>GENERAL BUILDING USE POLICIES .....</b>	<b>11</b>
<b>RECEPTION INFORMATION .....</b>	<b>12</b>
<b>COMMITTEES .....</b>	<b>13</b>
EDUCATION COMMITTEE .....	13
FUNERAL FOOD COMMITTEE .....	13
MEMBERSHIP / EVANGELISM COMMITTEE .....	13
MEMORIAL AND SPECIAL GIFTS COMMITTEE .....	13
PASTORAL RELATIONS COMMITTEE .....	13
PERMANENT FUND COMMITTEE .....	13
RECEPTION COMMITTEE .....	13
STEWARDSHIP AND FINANCE COMMITTEE .....	13
WORLD OUTREACH COMMITTEE .....	13
WORSHIP COMMITTEE .....	13
<b>BOARDS .....</b>	<b>14</b>
CHURCH BOARD .....	14
ELDERS .....	14

DIACONATE.....	14
JUNIOR DIACONATE .....	14
TRUSTEES .....	14
YOUTH GROUP .....	14
PIANIST / ORGANIST .....	14
LIBRARIAN .....	ERROR! BOOKMARK NOT DEFINED.
FLOWERS .....	14
HISTORIAN .....	14
CUSTODIAN .....	14
SECRETARY .....	14
<b>COMMUNION HOSTESSES.....</b>	<b>15</b>
<b>USHER SCHEDULE.....</b>	<b>15</b>

## **MISSION STATEMENT**

Elkhart Christian Church is a family of faithful Christians actively caring for the needs of others; sharing our faith through worship, education, and outreach; and providing fellowship that represents Christ's love and presence in our community and our world. Our mission is to nurture and prepare everyone God entrusts to us to become mature and dedicated Disciples for the glory of God.

## **VISION STATEMENT**

"Sharing Our Faith and God's Love"

## **OPEN AND AFFIRMING STATEMENT**

"As an open and affirming Disciples congregation, we are striving to become a people of grace and welcome to all God's children regardless of race, gender, age, sexual orientation, gender identity, nationality, ethnicity, marital status, physical or mental ability, political stance or theological perspective; and we affirm the faith, baptism, and spiritual gifts of all Christians regardless of their sexual orientation or gender identity, for neither is grounds for exclusion from fellowship or service within the church, for we celebrate that all are part of God's good creation."

## **LOGO**

**Created by Gabrielle Butler, 2015**



## CHURCH SCHEDULE

SUNDAY MORNING WORSHIP ..... 9:30 am

**Communion is available to the homebound, ill or those in care centers.**

**Please contact one of the Elders or the Pastor if communion is desired.**

SUNDAY CHURCH SCHOOL..... 9:30 am

Sunday after Labor Day until Sunday before Memorial Day

SUNDAY MORNING ELDERS' PRAYERS ..... 9:15 am

ADULT BIBLE STUDY ..... .. Schedule Changes; check church calendar for current offerings

CHANCEL CHOIR..... .. Schedule Changes; check church calendar for current offerings

ADULT HANDCHIME CHOIR..... .. Schedule Changes; check church calendar for current offerings

CHRISTIAN YOUTH FELLOWSHIP (CYF) (grades 6-12) ..... 1<sup>st</sup> & 3<sup>rd</sup> Sunday ..... 6:30-8:00 pm

SIXTY-PLUS GROUP..... 2<sup>nd</sup> Thursday..... 2:00 pm

Everyone in Elkhart and surrounding communities is welcome

FOOD PANTRY SUNDAY ..... 3rd Sunday of each month

CHURCH BOARD MEETING..... 2nd Sunday of each month..... 11:00 am

The Official Board consists of the elders, deacons, deaconesses, trustees and committee chairpersons. Others are welcome to attend as well.

ANNUAL MEETING ..... 2<sup>nd</sup> or 3<sup>rd</sup> Sunday of July

## CHURCH PUBLICATIONS

**ANNUAL REPORT** which is published after the Annual Meeting. The Report contains a year-end summary of each committee's work, the treasurer's year-end report, and the Pastor's year-end report.

**CHURCH PICTURE DIRECTORY** which includes addresses and phone numbers of our church families and friends.

**PROGRAM BOOKLET** (which you're holding), identifies important dates; groups; committee board officers; Elders, Diaconate, and Building Use Policy.

**THE SECRET PLACE** a devotional booklet purchased by the church and placed quarterly in the lower level of the mail rack in the fellowship hall. Anyone is invited to take a copy.

## SERVICES & IMPORTANT DATES

July 16	Annual Meeting
August 26	Disciples Leadership Conference
September 10	Sunday School Restart
October 1	World Communion Sunday
October 16	World Food Day
November 5	All Saints Day
November 23	Thanksgiving
December 3	Advent Begins
December 3	Peace Sunday
December 24	Christmas Eve
January 21	Week of Laity/Laity Sunday
February 4	Boy Scout Sunday
February 14	Ash Wednesday
February 18	Week of Compassion
March 25	Palm Sunday
March 29	Maundy Thursday
March 30	Good Friday
April 1	Easter Sunday
April 22	Earth Stewardship Sunday
May 13	Mother's Day
May 27	Pentecost
June 17	Father's Day
July 4	Independence Day

## OTHER SPECIAL SERVICES

- Pastor's Classes for Baptism usually begin at the first of the Lenten Season, with Baptism occurring on Sunday immediately following Easter. Special arrangements may be made to conduct these classes at other times.
- Special services that are planned as needed include Infant Dedication Services, Advent and Lenten Devotionals/Studies, and Recognition of High School and College Graduates.

## GENERAL CONGREGATIONAL INFORMATION

**BUDGET** The church operates on an annual July - June budget year. The budget is established to set guidelines for expenditures during the year.

**CHANGE OF ADDRESS OR TELEPHONE NUMBER** Please notify the church office or simply update via your Realm account.

**CHURCH BULLETIN** is printed on Thursday. If you have an item for the bulletin, please put it in the mail rack or contact the church office by Thursday morning.

**GREETERS** are recruited from the membership of the congregation. Their responsibility is to welcome worshippers to Church on Sunday morning and during special worship services. They also hand out bulletins and count the persons present at the worship services.

**NEWSLETTER** The deadline for the newsletter is the 15<sup>th</sup> of the month. It is printed every other month. Please put your newsletter items in the mail rack or contact the church office.

**OFFICE HOURS FOR THE CHURCH** Pastor Kevin Jones' hours are tentative and flexible. Monday: 1 -5:00 pm; Tuesday, Wednesday and Thursday: 8:30 am-12:30 pm. If Pastor Jones is not in the church office, please feel free to call on him at the Parsonage or via cell phone. You may call the church office for an appointment.

**PHONE TREE** Our Church uses a phone tree. It is shared among members to pass along pertinent information that might not be available during Sunday worship, as well as during inclement weather when worship needs to be canceled.

**SCHOLARSHIPS** Our church pays a one-half scholarship for young people who attend our region's summer camp program. Any young person who participates in our church program is eligible to receive this scholarship. In 2015, the CYF is working on paying all the cost of camps for youth. We also have a scholarship fund established for women attending Metanoia (at Newton Conference Center in October) and/or Quadrennial.

**USHERS** are recruited by the Worship committee. Their responsibilities are to help seat visitors and provide extra chairs when needed and light the wicks for the acolytes before service.

**WEDDING ARRANGEMENTS** Please contact the church office to make wedding arrangements and to make appointments for pre-marital conferences. There is a "Wedding Guidelines" form.

## **PROPERTY MAINTENANCE & IMPROVEMENT PROCEDURES**

- It is the intent of the trustees to maintain, repair and improve the church property based on decisions made by the Church Board. All changes, repairs, and improvements must have the approval of at least one trustee before any purchases have been made, equipment and supplies ordered, estimates requested, or services acquired.
- All projects in excess of \$500.00 must be reviewed and approved by the Church Board. The board meeting provides an opportunity for concerns about projects to be raised and discussed. Projects costing less than \$500.00 must be approved by the trustees and do not require board action.
- When subcontractors are hired to complete work on the church property, they will work at the direction of the trustee in charge of the project. Subcontractors will be informed that their progress will not be impeded or redirected by anyone else. Members of the congregation with concerns about specific projects should contact a trustee to discuss their concerns.
- If a problem arises such as plumbing or electrical malfunctions, members of the congregation are encouraged to take appropriate action by interrupting the services to avoid further damage and to advise a trustee immediately.

### **CWF**

It shall be the purpose of the Christian Women's Fellowship to provide opportunities for spiritual growth, enrichment, education, and creative ministries to enable women to develop a sense of personal responsibility for the whole mission of the church of Jesus Christ. All women of the church are welcome to belong to CWF.

We appreciate your support for the yearly Fall Fundraiser and other CWF functions.

### **CWF EXECUTIVE COMMITTEE**

<b><u>Co-Leader</u></b>		<b><u>Secretary/Treasurer</u></b>	Becky Jones
<b><u>Co-Leader</u></b>			

Every year in October, the CWF coordinates a church fundraiser. The proceeds go toward Church and Parsonage upkeep. We also contribute to missions such as Dorothy's House, military care packages, and distributing school supplies to families.

CWF is also responsible for managing World Outreach requests and disbursements.

**BUILDING USE POLICIES AND COSTS**  
Effective 11/13/97 (Participating Members)

For members and participants of Elkhart Christian Church, the fees for sanctuary and fellowship hall usage have been waived. Use of the building for weddings, receptions, and large gatherings can be scheduled through the office, provided the building is not previously scheduled. To secure use of the building for your event, on the date you desire, a \$100.00 cleaning deposit is required and payable in the office. Responsibility for the care and cleaning of the facilities will be with each group or member sponsoring the event. Damage or breakage will also fall under that same responsibility.

**CLEANING DEPOSIT**

The \$100.00 deposit is a refundable deposit available after the designated church representative and/or pastor has approved the clean-up. The deposit should be made as soon as possible to reserve the facilities, but it must be made at least one week prior to the event.

For any occasion or event at the church, it is recommended that the persons contracting for the building usage designate someone to be responsible for organizing the clean-up and securing the approval and deposit from the designated church representative.

For non-participating members the building use policy is the same. The usage fees are as follows:

Use of the Sanctuary	\$25.00
Use of the Fellowship Hall	\$25.00

**KITCHEN ETIQUETTE**

After kitchen use, please clean the kitchen. This will include removing trash, washing all used dishtowels and cloths and returning them to the church as soon as possible, removing all leftover food and drink from the refrigerators. Please report any breakage or non-working appliances to the CWF President. All kitchen dishes and small appliances are available for use but please do not remove them from the premises.

**KITCHEN USAGE AND RENTAL**

If you are planning on using the kitchen facilities or equipment (appliances, dishes, pots, pans, trays, etc.) for your gathering please notify the church office when you secure the date for your event. The CWF charges for kitchen usage (the charges help to stock and replace needed kitchen items). This charge is payable at the church office when the cleaning deposit is paid.

**Kitchen rent for participating members**

Large group gathering (50 or more)	50.00
Small gathering (up to 50)	\$25.00

**Kitchen rent for non-participating members**

Large gathering (25 or more)	\$100.00
Small gathering (up to 25)	\$40.00

(A member of the kitchen staff will serve as liaison with the designated person from the party using the building.)

## GENERAL BUILDING USE POLICIES

1. Food and drink are not allowed in the sanctuary.
2. No alcoholic beverages are allowed on church premises.
3. No smoking is allowed in the church building.
4. No long-distance/toll calls may be placed on the church phone.
5. Furniture, fixtures, and accessories may be moved, but not removed from the building without prior permission from the minister or trustees.
6. Dishes, pans, coffee pots, roasters, etc., may be taken out of the church for church activities only.
7. When you use the kitchen, please clean it! Please report anything not working to a trustee or CWF Board Member. Any items left in the kitchen that are not for kitchen work will be removed.
8. When you use dishtowels and cloths, please wash them and bring them back as soon as possible.
9. If it is necessary to move the communion table, chairs, or pulpit in the sanctuary they must be returned to their proper position after use.
10. Please clean the tables in the fellowship hall after use.
11. Please make sure the lights and the window air-conditioners (seasonal) are turned off before leaving the building
12. Please do not adjust thermostats.
13. All trash is to be placed in garbage bags and taken to the dumpster just south of the church.
14. Extra garbage bags are in the closet between the kitchen and bathrooms.
15. Decorations for the sanctuary and fellowship hall must be approved by the minister or designated person. The purpose of this is to prevent harsh adhesives on the finished pews, candle wax on the floor or other potential damage.
16. Bird seed and rice are not allowed on the church premises. This also includes confetti and other similar substances.

## RECEPTION INFORMATION

Any group that would like to have the Reception Committee serve a wedding reception, rehearsal, anniversary, or other large gathering they may contact the church office at (515) 367-5125. The group using the facilities must provide all food and beverage.

### **The following fees are set for the CWF's Service:**

#### Serving for participating members

Large group gathering (50 or more)	\$50.00
Small gathering (up to 50)	\$25.00

#### Serving for Nonparticipating members

Large gathering (25 or more)	\$100.00
Small gathering (up to 25)	\$40.00

\*A member of the kitchen staff will serve as liaison with the designated person from the party using the building.

\*\*Kitchen Rent for Participating and Nonparticipating members must also be paid in addition to Serving Charge.

## COMMITTEES

### EDUCATION COMMITTEE - Meets as needed

Members: Kevin Jones; Andrea Hall; Julietta Griffioen

### FUNERAL FOOD COMMITTEE - As Needed

For information on your wishes and our services offered, contact: Cathy Handley at 515-964-1544; assisted by Gabby Greene. No charge, but donations accepted.

### MEMBERSHIP / EVANGELISM COMMITTEE - Meets as needed

Chair: Kevin Jones

Members:

Becky Jones
Julietta Griffioen

### MEMORIAL AND SPECIAL GIFTS COMMITTEE - Meet in March, June, September and December

Board Chair:	Perry Anderson	CWF President:	Becky Jones, Acting
Appointed Secretary:		Pastor:	Kevin Jones
Worship Chair:	Cathy Handley	Trustee:	

### PASTORAL RELATIONS COMMITTEE - Meets January, April, July and October

Chair: Sandi Gaulke term July 2015-June 2018

Members: 3 Year Terms

July 2014-June 2017	July 2016-June 2019	
Perry Anderson-filling unexpired term	Bill Spratt	Kevin Jones, Pastor

### PERMANENT FUND COMMITTEE - Meets as Needed

It shall be the function of this committee to receive and administer wills and bequests for the long range good of the church.

Board Chair:	Perry Anderson
Treasurer:	Tim Butler
Stewardship/Finance Chair	Vacant
At-Large Members:	Brenda Dobson; Craig Ellyson; Cathy Handley

### RECEPTION COMMITTEE - As Needed

Chair:	N/A	Members:	Volunteers as needed
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### STEWARDSHIP AND FINANCE COMMITTEE - Meets quarterly

Board Chair:	Perry Anderson	Treasurer:	Tim Butler
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### WORLD OUTREACH COMMITTEE - CWF is responsible for World Outreach

Chair:	Kevin Jones
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### WORSHIP COMMITTEE - Meets 1st Monday of each month. Visitors and ideas are welcome.

Chair: Cathy Handley

Members:

Tim Butler	Robin Luke
Connie Carney	Kevin Jones, Pastor

## BOARDS

### CHURCH BOARD - Meet Monthly on the Second Sunday @ 11:00 a.m.

Board Chair:	Perry Anderson	Treasurer:	Tim Butler
Vice Chair:	Brad Cross	Financial Secretary:	Michelle Anderson
Clerk:	Cathy Handley	Asst. Financial Secretary:	Connie Carney
Officers, Elders, Diaconate, Trustees and Committee Chairpersons			

### ELDERS (3 Year Term)

<u>July 2015 – June 2018</u>	<u>July 2016 - June 2019</u>	<u>July 2017-June 2020</u>
Tim Butler (Roger Cory term)	Craig Ellyson (2)	Barb O'Neel (2)
Dave Kalsem (1)	Michelle Brown (1)	Mike Luke (1)
Connie Passmore (2)		Barb Kalsem (1)
Elder Emeritus Mary Herman		

### DIACONATE (3 Year Term)

<u>July 2015 – June 2018</u>	<u>July 2016 – June 2019</u>	<u>July 2017-June 2020</u>
Janet Albaugh (1)	Gabbie Butler (2)	Shannon Snyder (2)
Lennie Batson (2)	Brenda Grim (2)	Al Lourens (2)
Connie Carney (2)	Tom Ward (2)	Andrea Hall (2)
Brad Cross (2)	Noah Snyder (1)	Karla Albaugh (2)
Peggy Cross (2)	Tom Owen (1)	Gabbie Greene (1)
Ben Hall (1)	Perry Anderson (1)	
Cathy Handley (1)	Mary Jo Ward (1)	
Matt Owen (2)	Laura Butler (1)	
Sue Owen (2)		
Bill Spratt (2)		

(1) Designates first term of a two consecutive term maximum

(2) Designates second term of a two consecutive term maximum

### JUNIOR DIACONATE (1 Year Term)

Ellie Owen	Sydney Anderson
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### TRUSTEES (3 Year Term)

<u>July 2015-June 2018</u>	<u>July 2016 – June 2019</u>	<u>July 2017-June 2020</u>
Gary Kern	Ethan Ward	Tom Ward

(1, 2, 3) – Designates number of years left in term, including current year.

### YOUTH GROUP - Meets the 1<sup>st</sup> & 3<sup>rd</sup> Sundays from 6:00-8:30 pm

Volunteer Leader: Michelle Brown

Adult Volunteers: Gabbie Greene; Becky Jones; Kevin Jones

Custodian	Flowers	Historian	Pianist / Organist (Volunteers)	Secretary (Staff)
Craig Ellyson	Connie Carney	Connie Carney &	Brenda Dobson	Mary Jo Ward
	Mary Jo Ward	Becky Jones	Robin Luke	
			Sharon Payne	

## **COMMUNION HOSTESSES**

Communion hostesses are recruited from the membership of the church by the Worship Committee. Their responsibility is to prepare Communion for Sunday morning worship and special services.

## **~~USHER SCHEDULE~~**

~~Ushers are recruited by the Worship Committee. Their responsibilities are to help seat visitors, provide extra chairs when needed and light wicks for the acolytes before service.~~

**See separate Worship Schedule, updated quarterly, for Elder, Greeter, Communion Hostess, and Diaconate schedules.**