



Free & Joyous Response!

A Stewardship Initiative of the Alberta - British Columbia District.

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Acknowledgements

Lutheran Church – Missouri Synod (LCMS) and their Capital Funding Services (CFS), has given Lutheran Church – Canada, Alberta – British Columbia District (LCCABC) permission to base *Free & Joyous Response!* on their established ‘*Consecrated Stewards*’ program written by Rev. Dr. Art Scherer. Dr Scherer wrote many of the documents and narrative in this manual. Other documents, taken from the “New Consecration Sunday” Stewardship Program created by Herb Miller, were edited by Dr. Art Scherer while creating ‘*Consecrated Stewards*’ program. CFS has the permission and blessing of Herb Miller to us his “New Consecration Sunday” materials as a resource in ‘*Consecrated Stewards*’. Kurt Robinson, Executive Assistant Department of Stewardship & Financial Ministries, encourages it as another tool to educate people about Biblical Stewardship.

Rev. Dr. Art Scherer

Rev. Dr. Art Scherer serves as a regional consultant for CFS of the Lutheran Church Extension Fund. He also serves the church in various other capacities, including the Board of Regents of Concordia College – New York. He has been called upon as presenter and facilitator for workshops, seminars, and conferences in many LCMS Districts.

Dr. Scherer is President Emeritus of the Southeastern District, Lutheran Church – Missouri Synod. He served two terms as President before his retirement in August of 2003.

Dr. Scherer graduated from Concordia Seminary, St. Louis, Missouri. His Doctor of Ministry was earned at Lutheran Theological Seminary, Gettysburg, Pennsylvania, in the area of ministry of the laity. He also holds an honorary Doctor of Laws degree from Concordia College, New York.

Herb Miller

Herb Miller is an internationally recognized authority in church health and effectiveness who has led hundreds of workshops on a variety of leadership topics. Clergy and lay leaders read his syndicated columns in their denominational periodicals and in *The Parish Paper*, which Miller co-edits with Lyle E. Schaller. His books include: *Church Personality Matters!*, *Leadership is the Key*, *The Vital Congregation*, *Fishing on the Asphalt*, and *Connecting with God*.





Welcome to the

Free & Joyous Response!

Congregational Resource Manual

Welcome to *Free & Joyous Response!*. It is a ministry of Lutheran Church – Canada (LCC) the Alberta-British Columbia District (ABC District), and is designed to serve the congregations of Alberta & British Columbia.

Free & Joyous Response! builds upon and enhances the popular “New Consecration Sunday” Stewardship Program used in churches of many denominations. *Free & Joyous Response!* enhancements add a Lutheran dimension and additional resources to build a unique program for Lutheran congregations.

This Congregational Resource Manual is divided into four main sections according to the four phases of the *Free & Joyous Response!* emphasis:

1. **DECISION PHASE:** This is the time in which the congregation gathers information about the program and considers participation in the program.
2. **PREPARATION PHASE:** This is a period of approximately four weeks prior to the congregational program phase. It is a time of prayer, preparation, and publicity for the program. It could be longer, but should not be shorter.
3. **PROGRAM PHASE:** This is a period of four weeks of concentrated emphasis on stewardship education and commitment. Experience has shown this is the best length for such an emphasis. It should not be spread over a longer period.
4. **FULFILLMENT PHASE:** This phase addresses issues of initial offering, evaluation of the program, and ongoing attention to stewardship education.

Your congregation will receive one *Free & Joyous Response!* Congregational Resource Manual and a packet with folders for individual leadership team positions. The manual is kept by the General Chair as a master hard copy of all materials. The entire manual is provided on CD in WORD format in front of the manual as well as in the Publicity Chair’s folder.

The materials in this manual may be used and detail modifications may be made for local use by congregations enrolled in the *Free & Joyous Response!* emphasis. Program modifications should not be made without consultation with your Guest Leader. The integrity of the process and proprietary rights require that these materials not be shared with or sold to anyone not enrolled in the *Free & Joyous Response!* program.

Free & Joyous Response!



Introducing Free & Joyous Response!

Raising stewards of Christ celebrating God's gifts and the joy of giving and serving Him!

As congregations recognize the need to renew or give regular attention to activities essential to the mission of the church, with increasing frequency they are seeking help in the area of stewardship. Congregations are receptive to—even seeking—help to address their stewardship needs in a very direct way.

ABC District Church Extension Fund has chosen to support a resource to meet this stewardship need in congregations. This resource is being made available through the ABC District office in order to fully address the needs of congregations.

Free & Joyous Response! Raises Annual Giving by raising Christian Stewards

Overview

Free & Joyous Response! is based on the need of the giver to give, not the need of the church to receive.

It is not tied to the church budget, and can be used at any time of year. Budget based emphases never raise more than what is needed to meet the budget. Stewardship emphases raise people to a new level of spiritual commitment and annual giving. Congregations often experience intentions of giving that exceed previous envelope giving by 15%-35%.

Free & Joyous Response! is a stewardship education and commitment emphasis. It recognizes that churches that fail to talk about Christian stewardship on a regular basis often wind up talking about money all year long.

Free & Joyous Response! is based on the Biblical principles of percentage-based, grace-motivated, sacrificial giving. It urges people to take a step forward in their stewardship life without pressure or legalism. It does not use gimmicks or fund-raising techniques. It emphasizes equal sacrifice, not equal amounts.

Free & Joyous Response! raises Christian stewards, not just money. It is based on the need of the giver to give, not the need of the church to receive.

Free & Joyous Response! ties the commitment process to the Sunday morning act of worship. It reaches the maximum number of people in the most spiritual setting. It does not have members asking other members one-on-one for a financial commitment.

Free & Joyous Response! requires minimal organization:

- Four weeks of preparation and four weeks of emphasis.
- A working committee of eight.
- Usually only four committee meetings plus attention to ongoing stewardship.

Free & Joyous Response! utilizes a trained facilitator to keep the process on track, maintain Biblical focus and avoid expensive shortcuts.

Application

Free & Joyous Response! is ideally suited for all congregations, whether they have struggled with effectively implementing stewardship programs or are looking for a fresh approach. Use of an outside consultant to guide the emphasis assures quality execution while uniquely bringing attention to the Biblical stewardship message. *Free & Joyous Response!* is designed to be spiritually motivating rather than outcome driven. It is lightweight: quickly and easily organized, completes in a short time frame, and relatively low cost.

Features

- Builds on and enhances tested programs and resources from Herb Miller’s “New Consecration Sunday” process.¹
- Three on-site visits plus phone support from a trained Guest Leader provides customized guidance, design, training and direction to the congregation and leadership.
- Celebration of Ministry. Each week during the four-week emphasis, the ministry of a group within the church is celebrated for their good stewardship of the gifts God has given. On Consecration Sunday a special Celebration Luncheon celebrates the ministry of all in the congregation and provides an opportunity for congregational fellowship and an occasion to announce the results of the morning’s commitment.
- Stewardship Journey Talks. Each week a member of the congregation gives a brief stewardship journey witness talk during the worship service. The Guest Leader provides encouragement and guidelines for such talks.

Free & Joyous Response! is ideally suited for all congregations whether they have struggled with effectively implementing stewardship programs or are looking for a fresh approach.

¹ Used by permission

- Three gospel-centered sermons on growth in stewardship through proportional giving.
- Gospel-centered Stewardship Bible Studies. These excellent Lutheran Bible studies are suggested for all Bible classes during the four-week period. Many pastors have also used the accompanying inserts as preaching outlines for sermons during the emphasis.
- Children's Stewardship Ministry. Three weeks of age-appropriate Sunday school materials and craft activities provides a coordinated introduction of grace-based stewardship for children age three through sixth grade.
- Collateral Support. Publicity aids and logos (posters, bulletin inserts, announcements, etc.), sample letters and assistance in customizing those letters.
- Guest Leader Involvement. Guest Leaders are specially chosen, for their talents by CEF. The Guest Leader leads a Bible study or mini-workshop on the Sunday before Consecration Sunday. On Consecration Sunday the Guest Leader brings the stewardship message and leads the commitment process.
- Prayer is essential to the process, supported by resource materials and guidance.

Free & Joyous Response!



Calendar and Process

There are four major phases to the *Free & Joyous Response!* process:

1. **DECISION PHASE**: This is the time in which the congregation gathers information about the program and considers participation in the program. The length of time will vary by congregation depending upon the type of approval needed. This should take place as soon as possible, offering as much lead time as possible before the actual preparation and program phases.
2. **PREPARATION PHASE**: This is a period of approximately four weeks prior to the congregational program phase. It is a time of prayer, preparation, and publicity for the program. It could be longer, but should not be shorter.
3. **PROGRAM PHASE**: This is a period of four weeks of concentrated emphasis on stewardship education and commitment. Experience has shown this is the best length for such an emphasis. It should not be spread out over a longer period.
4. **FULFILLMENT PHASE**: This phase addresses issues of initial offering, evaluation of the program, and ongoing attention to stewardship education.

The chart on the next two pages shows the four phases and provides two columns of information:

The **first column** provides a linear calendar. The calendar uses the base date of Consecration Sunday (Week 0). All dates are shown in weeks either before Consecration Sunday (Week - 8, etc.) or after Consecration Sunday (Week + 1, etc.).

The **second column** describes particular events in the program. It also clearly notes when and how the Guest Leader is involved in the *Free & Joyous Response!* Program.

DATE	<i>Free & Joyous Response!</i> PROCESS TIMETABLE
DECISION PHASE	
ASAP	<ul style="list-style-type: none"> - Initial expression of interest by Pastor or Stewardship Chair , usually by phone. - District sends introductory <i>Free & Joyous Response!</i> materials. - Makes initial contact with Guest Leader to discuss availability
ASAP	<ul style="list-style-type: none"> - Initial Presentation to Council or Leaders Usually by speaker phone with District Representative
ASAP	<ul style="list-style-type: none"> - Voters approval, if necessary - Materials sent to Guest Leader - Pastor or Chair recruits committee - Guest Leader makes phone arrangements for Initial Committee Meeting
PREPARATION PHASE	
Date: _____ Week-8 (or earlier)	Initial Committee Meeting Chaired by Guest Leader <ul style="list-style-type: none"> - Calendar - Design - Budget - Process - Roles - Agreement Plan for a two-hour meeting.
Date: _____ Week-6	Sunday – “It’s Coming” Poster Mid-week – Event plans are arranged Mid-week – Children’s Ministry plans are arranged with Sunday School Mid-week – Newsletter article is ready
Date: _____ Week - 5	Sunday – Bulletin Announcement Mid-week – Committee Meeting with Guest Leader Phone Support Friday – Materials ready <ul style="list-style-type: none"> - Financial Secretary gathers statistical history
Date: _____ Week - 4	Sunday - Posters and Bulletin Announcements Consecration Sunday date <ul style="list-style-type: none"> - Bible Study #1 - Celebration of Ministry #1 - Stewardship Witness #1 Monday – Letter #1 (Publicity) <ul style="list-style-type: none"> – Letter #2 (Invite to Leaders Lunch)
DATE	<i>Free & Joyous Response!</i> PROCESS TIMETABLE

PROGRAM PHASE	
Date: _____ Week – 3	Sunday - Bulletin Announcement - Bible Study #2 - Stewardship Sermon #1 by Pastor - Celebration of Ministry #2 - Stewardship Witness #2 - Program Announcement #1
Date: _____ Week – 2	Sunday - Bulletin Announcement - Bible Study #3 - Stewardship Sermon #2 by Pastor - Celebration of Ministry #3 - Stewardship Witness #3 - Program Announcement #2 - Reservation Card Opportunity #1 - Children’s Sunday School Lesson #1 Monday-Wednesday – Calls to RSVP on Leaders Lunch Friday – Letter #3 (Final Publicity)
Date: _____ Week - 1 *Guest Leader to call into meeting *Guest Leader to attend Leader’s Lunch	Sunday - Bulletin Announcement - Bible Study #4 - Stewardship Sermon #3 by Pastor - Celebration of Ministry #4 - Stewardship Witness #4 - Program Announcement #3 (One Step Forward Process) - Reservation Card Opportunity #2 - Children’s Sunday School Lesson #2 - Leaders Luncheon & Call Assignments Sunday-Wednesday – Confirmation of RSVP contacts with those not returning reservation cards - Final numbers to Caterer
Date: _____ Week of 0 Guest Leader to lead Sunday Activities	CONSECRATION SUNDAY - Special Bible Study led by Guest Leader - Bulletin Announcement - Bible Study #4 - Children’s Sunday School Lesson #3 - Sermon by Guest Leader - Estimate of Giving Process - Celebration Luncheon/Results - Committee Follow Up Meeting <div style="text-align: center; color: green; font-style: italic;"> Free & Joyous Response! </div> PROCESS TIMETABLE

Date: _____ Day after Consecration Sunday	Monday – Letter #4 (To non-attendees - <u>NOT non-pledgers</u>)
FULFILLMENT PHASE	
Date: _____ Week +1	Celebration and Thanksgiving announcement Monday – Letter #5 (Thank you letter)
Date: _____ Week +2	First Offering Sunday noted in Bulletin
Date: _____ Week +3	Wrap – Up Meeting with Guest Leader Phone Support

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Generous Congregations

Generous Congregations...

- Understand people give to causes (e.g., United Way) for different reasons than to their church.
- Understand the value of strong biblical stewardship training.
- Understand giving is a learned behaviour. Most people want and need to be instructed and challenged in their giving behaviour.
- Do not let a few influential lay people block the annual stewardship campaign.
- Understand leaders (beginning with the Pastor) need to lead the way in building a positive stewardship climate.
- Understand prayer needs to surround every stewardship education emphasis so it is a time of spiritual growth, not simply fundraising.
- Conduct a stewardship campaign every year.
- Understand failure to conduct the annual stewardship campaign destines them to discuss money all year long.
- Understand the type of campaign they select is more important than the time of year they conduct it.
- Concentrate on *“the need of the giver to give”* rather than on *“the need of the church to receive.”*
- Set the budget *after* completing the annual campaign.
- Base their stewardship on biblical principals rather than on the needs and programs of the church.
- Stress the biblical principle of percentage giving and tithing.
- The Pastor integrates stewardship teaching and preaching with ongoing discipleship without being legalistic.
- Recognize laypersons do not like to ask fellow members for money.
- Understand a biblically based annual campaign never fails.

Sacrificial Giving is the Key Element

- Measured by the size of our heart, not our offering.
- Equal sacrifice, not equal amounts.
- In proportion to our blessings – *“as we prosper.”* (I Cor. 16:1-2)

- Giving up something of value for something of greater value.
- Adjusting our lifestyle so we can do something great for God.
- We don't understand sacrifice until we stand at the foot of the cross and behold God's love in Christ.
- We don't understand the freedom to give until we stand at the empty tomb and hear the words of new life.

Stewardship Principles

GOD'S STEWARDS ARE GOD'S STEWARDS!

This means that "God's stewards are stewards by virtue of creation and their re-creation in Holy Baptism; therefore, they belong to the Lord."

GOD'S STEWARDS ARE MANAGERS, NOT OWNERS!

This means that "God's stewards have been entrusted by God with life and life's resources and given privilege of responsibly and joyfully managing for Him"

GOD'S STEWARDS ARE SAINTS AND SINNERS!

This means that "God's stewards rejoice and live out what God has declared them to be through the cross. At the same time His stewards recognize they are sinners who fight sin and its consequences each day."

GOD'S STEWARDS ARE UNIQUELY SINGULAR, YET PROFOUNDLY PLURAL!

This means that "God's stewards recognize that their lives are not solo performances but are personal responses to God, lived out within the community of faith to benefit the whole world."

GOD'S STEWARDS ARE IN THE WORLD, BUT NOT OF THE WORLD!

This means that "God's stewards recognize that the Lord sets them apart from the world and by the transforming power of the Gospel sends them into the world to live out the Gospel."

GOD'S STEWARDS ARE LOVED AND LOVING!

This means that "God's stewards recognize that their stewardship flows out of God's act of love for them in Christ which empowers them, in turn, to love others in acts of Christ-like love."

GOD'S STEWARDS ARE SERVED AND SERVING!

This means that "God's stewards recognize that their stewardship involves a Gospel-powered style of life which is demonstrated in servant hood within all the arenas of life."

GOD'S STEWARDS LIVE WITH AN AWARENESS OF THE PRESENT AND FUTURE, OF TIME AND ETERNITY.

This means that "God's stewards live intentionally in the light of God's eternal purpose while being firmly committed to His rule in the here and now."

Stewardship Definition

Christian stewardship is the free and joyous activity of the child of God, and God's family, the church, in managing all of life and life's resources, for God's purposes.

Free & Joyous Response!



Free & Joyous Response!

Instructions for the Congregation Preparing for the Initial Presentation

The purpose of the Initial Presentation is to provide the decision making group within your congregation, usually the Church Council, with information needed to consider enrollment in the Consecrated Stewards stewardship emphasis.

This presentation and discussion is led by a trained Guest Leader. Unless otherwise arranged, it usually takes place as a telephone conference with your group gathered around a speaker phone at the church, and the Guest Leader connected by phone from a different location. The time and date need to be agreed upon with the Guest Leader.

In preparation for this meeting:

- Have you returned the “Congregational Fact Sheet” to the Guest Leader?
- Do you have the telephone number at which to reach the Guest Leader?

Does the Guest Leader have an emergency number at which to reach you?

- Have you made sufficient copies of the following materials sent to you by the Guest Leader?
 - “Introducing Free & Joyous Response!”
 - “Generous Congregations”
 - “Calendar and Process”
- Arrange seats comfortably around a table
- Provide an operating speaker phone on which you can call the Guest Leader and the group can hear the Guest Leader speak.

Meeting Agenda:

If this presentation is part of a regular meeting of your group, we ask that you place this at the beginning of your meeting.

Begin your meeting at your regular devotion time, then allow enough time for the devotion, lateness, some preliminary talk, etc. You should have an agreement with the Guest Leader on a time to call him that is 30 to 45 minutes after the scheduled beginning of your meeting.

The Guest Leader will lead the meeting once he joins the group by phone. He will follow an agenda that includes detailed discussion of the items included on the handout materials sent to you for duplication.

Free & Joyous Response!



Free & Joyous Response!

Leadership Team Position Responsibilities

1. Pastor

- ✓ Provide spiritual guidance to the process, keeping it focused as a way of raising consecrated stewards, not simply a way of raising money.
- ✓ Preach three gospel-centered sermons on growth in stewardship through proportional giving.
- ✓ Witness to your own stewardship life.
- ✓ Teach or supervise the Bible studies.
- ✓ Keep the process in prayer.
- ✓ Be an example in making your own commitment.

2. General Chair

- ✓ Provide overall supervision of the process.
- ✓ Recruit the leadership team.
- ✓ Order materials.
- ✓ Serve as liaison with the Guest Leader.
- ✓ Designate Celebration of Ministry.
- ✓ Keep the process in prayer.
- ✓ Be an example in making your own commitment.

3. Events Chair

- ✓ Arrange for Leaders Luncheon
- ✓ Arrange for Celebration Luncheon.
- ✓ Keep the process in prayer.
- ✓ Be an example in making your own commitment.

4. Spiritual Growth Chair

- ✓ Coordinate Bible study arrangements with Pastor.
- ✓ Provide practical encouragement for prayer support.
- ✓ Recruit and supervise “announcers” and “witnesses.”
- ✓ Keep the process in prayer.
- ✓ Be an example in making your own commitment.

5. Publicity Chair

- ✓ Prepare posters.
- ✓ Coordinate newsletter articles.
- ✓ Coordinate bulletin announcements.
- ✓ Arrange for printing of Reservation cards.
- ✓ Make sure commitment cards—either a “Response Card” you have printed or “Estimate of Giving Cards” ordered from Augsburg Fortress—are available.
- ✓ Prepare mailing labels.
- ✓ Coordinate all mailings.
- ✓ Prepare card labels for reservation process.
- ✓ Keep the process in prayer.
- ✓ Be an example in making your own commitment.

6. Financial Secretary

- ✓ Prepare the congregation giving profile.
- ✓ Prepare previous twelve month’s giving records.
- ✓ Develop process for reporting at Celebration Luncheon.
- ✓ Personalize thank you letters.
- ✓ Report at Celebration Luncheon.
- ✓ Keep the process in prayer.
- ✓ Be an example in making your own commitment.

7. Reservations Chair

- ✓ Confirm reservations for Leaders Luncheon.
- ✓ Prepare cards of giving units with name, address, and phone.
- ✓ Track reservation cards from Sunday appeals.
- ✓ Assign reservation calls at Leaders Luncheon.
- ✓ Receive reservation results from leaders.
- ✓ Keep the process in prayer.
- ✓ Be an example in making your own commitment.

8. Children’s Ministry Chair

- ✓ Coordinate children’s ministry with Sunday School leaders and teachers.
- ✓ Arrange for training of teachers in use of the materials.
- ✓ Arrange for securing necessary craft materials.
- ✓ Keep the process in prayer.
- ✓ Be an example in making your own commitment.



INSTRUCTION

Please complete this entire form and e-mail, fax or mail it to your Guest Leader as soon as possible. It will help us better understand your needs.

OFFICE USE ONLY:

ID Number: _____

Date Received: ____/____/____

Congregation Fact Sheet

Congregation Name: _____ Phone: _____
 Address: _____ Fax: _____
 City/Prov./PC: _____ E-mail: _____
 Pastor: _____ Website: _____
 Contact Person: _____ Daytime Phone: _____
 (other than Pastor): _____ E-mail: _____

	3 YEARS AGO	2 YEARS AGO	LAST YEAR	CURRENT YEAR
Number of Households				
No. of Giving Units That Gave More Than \$1				
Average Worship Attendance				
Communicant Membership				
Baptized Membership				

INCOME	3 YEARS AGO	2 YEARS AGO	LAST YEAR	CURRENT YEAR
Envelope Income (General Fund)				
Loose Plate Offering				
Building Fund				
Tuition				
Debt Reduction				
Other				
TOTAL INCOME				
TOTAL EXPENSES				

Amount of long-term debt: \$ _____
 Age of debt: _____

Amount in Building Fund: \$ _____

Does your congregation ask for an annual financial commitment? _____
 If so, how many giving units made a financial commitment last year? _____
 If not, when was the last time your congregation asked for an annual financial commitment? _____
 Do you have an active Stewardship Committee? _____
 Have you ever used "Consecration Sunday" in your congregation? _____
 When did you use it? _____
 Comments: _____

Have you ever conducted a major capital campaign? No Yes - Please indicate outside consultant or firm used: _____
 What was your top goal? \$ _____
 How much was committed? \$ _____
 How much was raised? \$ _____
 In what time frame? 1 year 3 years 5 years
 Comments: _____





Free & Joyous Response!

Order Form for Material

Guest Leader: _____

District: _____

Address: _____

City, Prov., PC: _____

Phone Number: _____

Congregation: _____

Address: _____

City, Prov., PC: _____

Contact Person: _____

Phone Number: _____

Qty.

Item

- 1 Consecrated Stewards Congregational Resource Manuals w/CD
- 1 Consecrated Stewards Packet with folders for Individual LT Positions

Ship manuals to: Guest Leader Congregation

Manuals need to arrive by: _____

Qty.

Items

- _____ Leader's Guide for "Giving Life to the Next Generation" Bible Study
- _____ Participant's Booklet for "Giving Life to the Next Generation" Bible Study (4 weeks)
- _____ Bulletin inserts for "Giving Life to the Next Generation" Bible Study (4 weeks)

Ship Bible studies to: Guest Leader Congregation

Bible studies need to arrive by: _____

Fax to 780-477-9829

If you have questions, please call 1-888-474-0063 or email



Free & Joyous Response!

AGREEMENT

District
Guest Leader

Congregation

This *Free & Joyous Response!* Agreement (“Agreement”) is entered into as of the _____ day of _____ 20___, by and between _____ Lutheran Church (“Congregation”), with its principal location at: _____ within the Alberta-British Columbia District and its principal place of business at 7100 Ada Blvd, Edmonton, AB, T5B 4E4.

Free & Joyous Response! is a stewardship education process offered by Lutheran Church-Canada, the Alberta-British Columbia District Office and supported by Church Extension Fund. Below are set forth the respective responsibilities of the ABC District through its Guest Leader and Congregation relating to the *Free & Joyous Response!* program.

I. Responsibilities

A. The ABC District agrees to:

1. Provide a Guest Leader who will carry out the responsibilities as outlined in this agreement. The District reserves the right to make changes in personnel, if deemed necessary.
2. Monitor and be available to assist the Guest Leader, as appropriate.
3. Provide training manuals, CDs and Bible Study material for instruction, as ordered by the Guest Leader.
4. Provide back-up phone consultation to the Guest Leader, as needed.
5. Monitor effectiveness of the process and make revisions to the program materials, as needed.
6. Cooperate with the District Coordinator for *Free & Joyous Response!* to provide seamless support.

B. The Guest Leader agrees to:

1. Provide the product and services to the congregation as it has been adapted by the ABC District.
2. Provide training and guidance for all Congregation members involved in the *Free & Joyous Response!* program, including such training materials as is considered necessary by the ABC District. This will specifically include the initial "Consecration Sunday" packet, and materials published by the ABD District.
3. Conduct three on-site visits as agreed upon during design and calendar formation. Provide additional phone support to the congregation as needed and appropriate.
4. Provide a report of results with evaluation of the process in that congregation to the ABC District.

C. The Congregation agrees to:

1. Encourage and enlist the cooperative involvement of its members, providing the leadership and support personnel necessary to organize and carry out a successful *Free & Joyous Response!* program.
2. Work cooperatively with the Guest Leader in completing the *Free & Joyous Response!* program.
3. Purchase "Consecration Sunday" materials as a resource and honour all copyright laws governing such matters as reproduction and reprinting.
4. Use the Bible Study materials as provided by the ABC District.
5. Assume the costs for the purchase of any additional "Consecration Sunday" packets or materials beyond the initial packet, as well as for the cost of the Leaders Luncheon, the Celebration Luncheon, mailings, and any refreshments provided at training meetings.

II. Compensation

A. The Congregation shall pay the Guest Leader an Honorarium of \$_____ per visit (which is to include an allowance for his/her expenses), as set by the District Guidelines, for a three-visits-total of \$_____.

ABC District, through Church Extension Fund will supply training manuals, CDs and Bible Study material for instruction, as ordered by the Guest Leader at no charge with the understanding that upon completion of this program the Congregation will be responsible to sponsor another ABC District Congregation's implementation of a *Free & Joyous Response!* program.

Project Fee Installment Schedule

First payment (50%)	\$ 250.00	Date due:	_____
Second payment (50%)	\$ 250.00	Date due:	_____

(Suggested payment dates: first payment with order of materials by Guest Leader for sponsored Congregation, second payment no later than one week prior to Consecration Sunday held by the sponsored Congregation. Mail payment to: ABC District Office, 7100 Ada Blvd, Edmonton, AB, T5B 4E4.)

III. General Terms & Conditions

- A. **Confidential Information.** The Guest Leader and ABC District acknowledge that in order to perform the services call for in this Agreement, it may be necessary for the Congregation to disclose certain Confidential Information. The Guest Leader and the ABC District agree not to disclose, transfer, use, copy or allow access to any such Confidential Information to any employees or to any third parties, except those who have a need to know, in order to accomplish the requirements of any work done for the Congregation. As used herein, the term “Confident Information” shall include all data reports and information containing any Congregation’s constituent information however transmitted to or received by the Guest Leader or ABC District. The obligation hereunder shall survive the termination of the Agreement.

- B. **Entire Agreement.** This Agreement constitutes the entire agreement and understanding among the parties hereto with respect to the subject matter hereof; and there are no other agreements, understandings, or representations among them other than those set forth herein. No amendment, change or addition shall be effective or binding on any of the parties unless reduced to writing and executed by the respective duly authorized representative of the parties.

- C. **Term and Termination.** This Agreement shall be subject to cancellation by the Congregation by giving a seven-day written notice. Otherwise, this Agreement shall remain in full force and effect for the period as calendared and shall terminate at the end of such period.
 - 1. **Hold or Termination on or before Leaders Luncheon**
If the Congregation puts on hold or terminates the agreement on or before the Leaders Luncheon, the Congregation shall pay the ABC District the equivalent of 54% of the total project fee plus all Guest Leader honorariums due to that point.

 - 2. **Hold or Termination after the Leaders Luncheon**
If the Congregation puts on hold or terminates the agreement after the Leaders Luncheon, the Congregation shall pay the ABC District the FULL amount of the project as outlined in this agreement plus all Guest Leader honorariums due to that point.

- D. **Proprietary Property.** The copyrighted program materials designed for the use of the Congregation remain the exclusive property of the ABC District or Herb Miller. The Congregation or staff shall not use this material for any other organization or project. All rights of material usage granted through this Agreement shall be only for the Congregation.
- E. **Non Payment of Fees.** In the event the Congregation fails to pay any payment or any separately invoiced expenses by the respective due date, the ABC District, at its discretion, shall withhold services until all payments are current.
- f. **Disclaimer.** The Guest Leader and the ABC District cannot guarantee that this *Free & Joyous Response!* program will reach the anticipated expectations. Success in a *Free & Joyous Response!* program depends upon the cooperation and participation of the members of the Congregation. The Congregation has the primary responsibility for the ingathering and fulfillment of all commitments made by its members.

Agreement Activity Dates

The following Activity Dates are anticipated for this Agreement:

_____ / _____ / _____ (Agreement & Design Meeting Date)
 Month Day Year

_____ / _____ / _____ (Leaders Luncheon Date)
 Month Day Year

_____ / _____ / _____ (Consecration Sunday Date)
 Month Day Year

District Coordinator:

Congregation:

 (authorized signature)

_____ / _____ / _____
 Month Day Year

 (authorized signature)

_____ / _____ / _____
 Month Day Year

Church Extension Fund of the Lutheran Church Canada ABC District:

_____ / _____ / _____
 Month Day Year

Please sign all three copies of the emphasis agreement. Keep one white copy for your records, one beige copy for the District Coordinator and return the yellow copy to the ABC District Office.
