



Messiah Lutheran Church

Evangelical Lutheran Church in America

Scheduling Policy & Biannual Calendar Meeting Guide

Purpose

At Messiah Lutheran Church, we plan out our life together in Spirit filled community by holding two *Calendar Meetings of the Congregation* every year, generally in the months of December and May. All Congregation Council members, Committee Chairs and Organization Leaders are strongly encouraged to attend. The purposes of these meetings are two-fold:

- To coordinate our rapidly increasing number of regularly occurring meetings, classes and events in order to ensure as little overlap and confusion as possible.
- To brainstorm what new fellowship opportunities we should create and discern what previously occurring fellowship opportunities should be retired.

Guidelines

The President of the Congregation is tasked with sending out notice of each Calendar Meeting and chairing the meeting. The Parish Administrator is tasked with printing out copies of this policy and blank calendars before each meeting and updating the Parish Calendar (Google Calendar) accordingly. All events should have an assigned room/ space and no fellowship event should be scheduled without a coordinator identified. The coordinator of each fellowship event is tasked with both organizing the event and writing a description for *the Messenger*.

Fall Calendar Meeting Checklist (January - June events roughly chronologically)

- Epiphany
- Baptism of Our Lord (good for baptisms)
- Sunday of Prayer for Christian Unity & MLK Commemoration (2nd Sunday after Epiphany)
- Leadership Retreat
- All Are Welcome (RIC) Sunday (3rd Sunday after Epiphany)
- Candlemas (4th Sunday after Epiphany)
- Annual Meeting of the Congregation (4th Sunday after Epiphany)
- Union Hockey Game
- First Communion Classes
- First Communion (Transfiguration Sunday)
- Shrove Tuesday Pancake Supper
- Ash Wednesday Services
- Lenten Midweek Gatherings
- Bring a Friend to Church Sunday
- Youth Lock-in
- Holy Week
- Easter Egg Hunt & Children's Vigil

- Easter Breakfast
- Easter Sunday Services
- Spring Stewardship Series (Time & Talent)
- Time & Talent Consecration Sunday (Pentecost)
- CROP Walk
- Spring Calendar Meeting
- Mother's Day Service of Holy Communion
- Spring New Member Classes & Dinners
- Spring New Member Welcome (Holy Trinity Sunday)
- Father's Day Service of Holy Communion
- Ice-cream Social

Spring Calendar Meeting Checklist (July - December events chronologically)

- SICM Summer Lunch
- Calumet Week
- Messiahstock
- Community Family Fun Day (even years)
- Hartwick Institute
- Mary, Mother of Our Lord Sunday (near August 15th)
- Rally Sunday
- Blessing of the Animals (near October 4th)
- Fall Stewardship Series (Financial)
- Bread for the World Sunday (usually the Sunday before Healing Sunday)
- Healing Sunday (near Saint Luke's Festival Day, October 18th)
- Fall Cleanup Day
- Youth Group: Haunted Hayride
- Reformation Day/ Fall Consecration Sunday (near October 31st)
- All Saints Day (near November 1st)
- God's Work, Our Hands Saturday
- Fall New Member Classes & Dinner
- Fall New Member Installation (Sunday before Christ the King Sunday)
- Confirmation Sunday (Christ the King Sunday)
- Greening of the Church (after worship on Christ the King Sunday)
- Advent Midweek Gatherings
- Fall Calendar Meeting
- Christmas Caroling
- Christmas Concert (2nd Sunday of Advent)
- Christmas Caroling (3rd Saturday of Advent)
- Christmas Pageant (3rd Sunday of Advent)
- Christmas Eve Services & Potluck
- Lessons and Carols

Regular Classes, Events and Worship Services

- Book Club: 4th Tuesday, Monthly @ 11a (except for June, July, Aug)
- Bread of Life Food Pantry: 3rd Monday, Monthly @ 9a - 12p, 4th Monday, Monthly @ 5p - 8p & 4th Saturday @ 9a - 12p
- Choir: Thursdays @ 7p (except for June, July, Aug)
- Community Meditation: Thursdays @ 6p

- Coffee Club: Thursdays @ 10a (except for June, July, Aug)
- Coffee Hour: Sundays @ 11:30a (except when there's a larger event/ reception)
- Service of Holy Communion: Sundays @ 10:15a
- Sunday School (all ages): Sundays @ 9a (except for June, July, Aug)
- WELCA: 3rd Tuesday, Semi-monthly @ 7p (odd months)

Ministry Team Meetings

- Congregation Council: 3rd Monday, Monthly @ 7p
- Faith Formation Ministry Team: 2nd Tuesday, Quarterly @ 7p (Feb, May, Aug, Nov)
- Fellowship Ministry Team: 2nd Tuesday, Quarterly @ 1p (Feb, May, Aug, Nov)
- Social Action Ministry Team: 2nd Tuesday, Quarterly @ 7p (Jan, Apr, July, Oct)
- Stewardship Ministry Team: 2nd Tuesday, Quarterly @ 7p (Mar, June, Sept, Dec)
- Worship & Music Ministry Team: 1st Monday, Monthly @ 7p (except for July & Aug)

Other Meetings

- Audit Committee: Meets in late winter/ early spring.
- Personnel Committee: Does annual reviews of ALL staff in September.
- SICM Assembly: 1st Tuesday, Monthly @ 7p