

# ABF Toolbox – June 7, 2009

*A list of “how to” topics*

## **Attendance Taking and Reporting**

- Pick up your assigned ABF Group binder from the ABF/Library kiosk located near the Information Kiosk in the Fellowship Center. Each binder will contain the following:
  - Attendance sheets
  - “*Immerse News*”
  - Prayer Request Form
  - Money envelope
  - Name tags
  - Pens
  - Requested photocopies of class material
- The Class Facilitator is responsible for ensuring that class attendance is taken and reported. (You can select someone in your group to help with this weekly.)
- Please return your binder to the ABF/Library kiosk after up your class.

## **Coffee and Food**

- Coffee is available in the Fellowship Center. It is preferred that individuals use lidded cups throughout the campus.
- ABF Groups are welcome to bring food for your class time.

## **Communication Sheet**

- Updated *Immerse News* and prayer sheet will be placed in your ABF class binder weekly.
- Be sure to highlight the special announcements in the “*Immerse News*” with your group.

## **Computer or Multimedia Needs**

- For any computer or multimedia need please connect with Joel Dittmer at 972-447-9887 ([joel.dittmer@princeofpeace.org](mailto:joel.dittmer@princeofpeace.org)).

## **Prayer / Care**

Consider appointing a Prayer/Care person for your group who will oversee the prayer life and care for people in your group. As needs or questions come up contact Dave Rahberg, DCE, at 972-447-9887, ext. 429 ([dave.rahberg@princeofpeace.org](mailto:dave.rahberg@princeofpeace.org)).

## **Fall/Winter and Spring Campaigns**

Each ABF Group is a cheerleader that can help launch and sustain efforts to help us help you in growing your ABF group. Thus, we ask you to really come around these twice-a-year efforts in both the Fall/Winter and Spring quarters. We’ll keep you posted!

## **Making Photocopies**

- If you need photocopies for class materials, please contact Sue Bontrager during the week at 972-447-9887 ([sue.bontrager@princeofpeace.org](mailto:sue.bontrager@princeofpeace.org)). Email your material or put it in her mailbox behind the receptionist desk by **Wednesday noon**. Finished copies will be placed in your class binder at the ABF/Library kiosk.

## Referrals

If there are immediate needs in your ABF group, please contact Dave Rahberg, DCE, at 972-447-9887, ext. 429 ([dave.rahberg@princeofpeace.org](mailto:dave.rahberg@princeofpeace.org)).

The following chart is a great place to start if there is a need for a referral in your ABF Group. You are not alone in this ministry; there are people ready and waiting to help you be the best teacher and coordinator you can be. They are only a phone call away!

<b>Name &amp; Contact</b>	<b>Description</b>
<b><u>Benevolence</u></b> Carol Slawson 972-447-9887 x 451 <a href="mailto:carol.slawson@princeofpeace.org">carol.slawson@princeofpeace.org</a>	We offer limited financial support for people who are eligible through a confidential interview. We help with bills like utilities, prescriptions, and gas. Documentation is required based on the request. We can help people once a year as the funds are available. Interviews are by appointment at church.
<b><u>Food Pantry</u></b> Carol Slawson 972-447-9887 x 451 <a href="mailto:carol.slawson@princeofpeace.org">carol.slawson@princeofpeace.org</a>	We offer food, toiletries and household supplies as available for eligible people. Documentation is required based on the request. Interviews are by appointment at church.
<b><u>Extended Hands</u></b> Anne Mock 972-761-9795 <a href="mailto:annemock@integrity.com">annemock@integrity.com</a>	During a personal crisis, meals can be provided for a limited time. Volunteers from church prepare the meals. Please announce any food allergy concerns
<b><u>Funeral Meals</u></b> Arlene Bess 972-492-6514 <a href="mailto:texasrose52@msn.com">texasrose52@msn.com</a>	A large meal during the time of mourning before, during, or after the funeral is available to help families provide a time to gather. This event may be held at church or the meal may be taken offsite.
<b><u>Home Bound Visitations</u></b> Al Gloyna 972-618-4422 <a href="mailto:al.gloyna@verizon.net">al.gloyna@verizon.net</a>	We have volunteers who make regular visits on homebound and nursing home people. If requested, Communion can be provided. This is for short term and long term needs.
<b><u>Hospital Visitations</u></b> Dave Rahberg, DCE 972-447-9887 x429 <a href="mailto:dave.rahberg@princeofpeace.org">dave.rahberg@princeofpeace.org</a>	When a person anticipates or goes into a hospital, they may want a church staff member to call or visit. If requested, Communion can be provided.
<b><u>Prayer List</u></b> Sue Bontrager 972-447-987 x430 <a href="mailto:sue.bontrager@princeofpeace.org">sue.bontrager@princeofpeace.org</a>	The Prayer list at Prince of Peace is available for anyone to use. It is updated and maintained through the church office.
<b><u>Stephen Ministry</u></b> Judy Laun 972-416-4843 <a href="mailto:plaun@verizon.net">plaun@verizon.net</a>	There are over 50 active, trained and supervised volunteers in this ministry. People are confidentially matched by gender and need by a Stephen Ministry leader. The care is provided weekly for up to a year. This service is free and totally confidential.

## Room Assignments

- No preferential treatment is given when rooms are assigned; this is based on “need”.
- Rooms may change from quarter to quarter based on size, need, and availability.
- Room assignments are done by Pastor Nathan and the ABF Steering Committee.
- If you would like to reserve a room for a special event please contact Diana Lepsch during the week at 972-447-9887 ([diana.lepsch@princeofpeace.org](mailto:diana.lepsch@princeofpeace.org)).

## Unlocking Rooms

- All classrooms are unlocked early Sunday morning and should already be open for you.
- If your room is locked, go to the Information Desk; they will contact maintenance.

## **Purchasing Materials**

Three great resources to look for future studies are:

- (1) Our Church Library, which has a large selection of materials to select from,
- (2) Our resident experts on staff at Prince of Peace (trained DCEs and teachers), and
- (3) An approved list of studies (yet to be created).

Some other things to keep in mind when looking for a study:

- Requests for materials must be turned in for purchase 2 months prior to the start of the study. Remember, new material needs to be previewed by a pastor to see if it fits within our Lutheran understanding. Usually this is not an issue, but some feedback may need to be covered in the class when red flag sections come up in the study.
- Contact Sue Bontrager to help with ordering material: [sue.bontrager@princeofpeace.org](mailto:sue.bontrager@princeofpeace.org) or 972-447-9887, ext 430.
- The church will cover the Leader Guide and material costs for the Leader, but we ask that the participant guide cost be passed along to the participants in the group.
- We do not charge for materials but we do ask people to make a “suggested donation” to help defray costs. The suggested cost will be in your binder. Make checks payable to “Prince of Peace”.
- When money comes in on a Sunday morning, please place it in the envelope provided in your group binder. You can leave the envelope in your binder or put it in Sue Bontrager’s mailbox behind the reception desk. You can also give it to Pastor Nathan or leave it in his mailbox located behind the receptionist desk. Be sure to fill out the front of the envelope!