



Member Handbook

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A vibrant, ministering congregation must always be well informed.

This handbook is an attempt to inform the membership of a number of things--policies and procedures, leadership personnel, staff personnel, membership directory, and other important documents of the congregation.

If you have a question and cannot find the answer in this handbook, please contact us by calling the church office, checking the webpage or connecting with us on Facebook:

www.facebook.com/newlifenorwalkia

YouTube: <https://www.youtube.com/user/newlifelutherania>

Twitter: <https://twitter.com/NEWLIFENORWALK>

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Together we host the Norwalk Area Food Pantry and lead a monthly worship service at Ft. Des Moines Senior Housing. We also enjoy a partnership with Jonathan and Carrie Federwitz who serve as missionaries with Lutheran Bible Translators and serve the people of Papua New Guinea. We recently planted a Community Garden to serve our neighbors, friends and the Food Pantry with fresh produce.



MISSION STATEMENT

We Exist: To grow in faith and make Christ known to all.

WHAT DO LUTHERAN BELIEVE?

Lutherans are Christians who accept the teachings of Martin Luther (1483 – 1546). Luther was a German theologian who realized that there were significant differences between what he read in the Bible and the practices of the Roman Catholic church at that time. On October 31, 1517, he posted a challenge on the door of Wittenberg University, titled “95 Theses” (to debate 95 theological issues). His hope was that the church would reform its practice and preaching to be more consistent with the Word of God as contained in the Bible.

What started as an academic debate escalated into a distinct separation between the Roman Catholic church of the time and those who accepted Luther’s suggested reforms. “Lutheran” became the name of the group that agreed with Luther’s convictions.

Today, nearly five centuries later, Lutherans still celebrate the Reformation on October 31 and still hold to the basic principles of Luther’s theological teachings, such as **Grace alone, faith alone, Scripture alone**. These comprise the very essence of Lutheranism:

- We are saved by the **grace of God alone** -- not by anything we do;
- Our salvation is through **faith alone** -- a confident trust in God, who in Christ promises us forgiveness, life and salvation; and
- The **Bible is the norm** for faith and life -- the true standard by which teachings and doctrines are to be judged.

Over the years, different Lutheran church bodies have been established and organized to meet the needs of Lutherans in communities and nations all over the world. The Evangelical Lutheran Church in America is the largest Lutheran group in North America, founded in 1988 when three North American Lutheran church bodies united: The American Lutheran Church, the Association of Evangelical Lutheran Churches and the Lutheran Church in America.

Lutherans are part of a reforming movement within the whole Christian church; as a part of practicing their faith, the Evangelical Lutheran Church in America and its predecessors have engaged in ecumenical dialogue with other church bodies for decades. In fact, the ELCA has entered into cooperative “full communion” agreements (sharing common convictions about theology, mission and worship) with several other Protestant denominations, including

- the Moravian Church
- The Episcopal Church
- the Presbyterian Church (U.S.A.)
- the Reformed Church in America
- the United Church of Christ
- the United Methodist Church

The ELCA has an ongoing dialogue with the Roman Catholic Church, and in 1999, representatives of the Lutheran World Federation and the Roman Catholic Church signed the Joint Declaration on the Doctrine of Justification. This represented a historic consensus on key issues of faith and called for further dialogue and study together.

Lutheranism is a faith tradition that is open to all, regardless of background. The ELCA alone is almost five million members strong, with nearly 10,500 congregations across the U.S., Puerto Rico and the Virgin Islands.

MARKS OF A DISCIPLE OF JESUS

1. **PRAY daily:** God wants to hear from us. It is both a privilege and a responsibility to pray. It is a privilege to communicate to God our creator, our redeemer, and our sanctifier. It is our responsibility in that prayer is an act of discipleship.
2. **OBEY the commands of Christ:** As Jesus says in Matthew 22: 37-40, "love the lord your God with all of your heart, and with all of your soul, and with all of your mind. This is the greatest and first commandment. And the second is like it: You shall love your neighbor as yourself. On these two commandments hang all the law and the prophets." As Disciples of Christ we respond to God's saving grace by loving God and reaching out in love to others around us and around the world.
3. **WORSHIP weekly:** The first great commandment is that we are to love our God with all our heart, soul, mind, and strength. The primary way we can show love for our God is through worship. That is, we come into the house of prayer to confess our sins before God, receive the renewal of forgiveness, hear from the Word of God, praise God for all the goodness shown to us, and pray for God's intercession in our world of sin and death. The third commandment has not been declared null and void. It still stands--"Remember the Sabbath Day to keep it holy." We keep it holy through worship. Weekly worship also includes regular participation in the Lord's Supper. The Lord's Supper is for all who believe and are baptized. The Lord's Supper strengthens our faith. The Lord's Supper is part and parcel of a well-balanced diet for healthy Christians. The Lord's Supper is not optional--our Lord has commanded that we do this in remembrance of what our Lord has done for us. Unless there is an urgent reason, members are encouraged to commune at each celebration of Holy Communion.
4. **EXCITE others about Jesus:** Because God's grace is so radical we cannot help but be excited about Jesus and this shows through our words and actions, as we reach out with Christ's love within New Life and out into the world.
5. **READ the Bible:** As a disciple of Jesus, we are expected to read and study the Bible, to learn, to grow in our knowledge and understanding of God and what God has done in our world. To help with this we challenge all disciples at New Life Lutheran Church to be involved in some form of Bible Study on a regular basis. This can include Sunday morning or Wednesday night studies or a small group study. Besides being an expectation, it is fun to be a part of a group that explores the marvelous grace of God.
6. **SERVE at and beyond New Life:** In response to God's amazing grace, disciples give of their time and talent. New Life strives to offer a full and rich ministry to our community. This cannot be done unless each disciple gives of their time and shares the spiritual gift(s) God has given them. The Spirit of God has equipped us with many gifts to be used in building up our congregation and community through ministry. Someone once said that service is the rent

we pay for the space we occupy in this world. How true that is! God created us to be servants of God and servants of one another. Through the giving of our time and talents we live out that servant-hood to which we have been called.

7. **UNITE with and be in RELATIONSHIP with other Christians:** Through relationships with other Christians, we encourage spiritual growth in one another. We would like all disciples at New Life Lutheran Church to strive to be involved in small group ministry where study happens and relationships are created and grow.

8. **GIVING of our time, talent, and resources:** Jesus spoke very often about money. The income we have is a result of God's good and generous gift of resources to our world and to us. It is a gift, which implies responsibility to return for the Lord's use a certain portion of what we are given. All Christians are encouraged to strive toward the goal of giving 10% of the resources that have been given to us. Not everyone can start at that level. However, we are encouraged to grow each year in what we give. This is a good discipline for us. Through our giving we grow in our expression of our love for God.

9. **EVANGELIZE:** A disciple of Christ invites friends, family, and neighbors who currently do not have a church home to join them in worship and other activities, in order to help bring that person to the saving grace of Jesus.

All of the above involve faith in action. The basic Biblical message has two parts: believing in Jesus Christ and responding to Christ's love and grace by living a life of discipleship. To have faith is to be involved in living out life under the Lordship of Jesus Christ. Faith involves action. Action flows out of faith. Those who claim to be part of the body of Christ, the Church, are expected to live a life in response to God's grace by living that faith in their daily lives. It is through our faith that we are empowered to live a life of discipleship. In other words we are to "love the lord your God with all of your heart, and with all of your soul, and with all of your mind . . . and you shall love your neighbor as yourself." (Matthew 22:37-39) As disciples of Jesus we are called to live out the Marks of Discipleship, to have a life of faith with action.

THE PROGRAM MINISTRY OF NEW LIFE LUTHERAN CHURCH

WORSHIP. Worship on Sunday morning is celebrated at 8:15 and 10:30. Holy Communion is celebrated every Sunday, except on a "fifth Sunday of the month" when we host a healing service. During July we worship with one combined worship service at 9:30. Remembrance of Baptism is celebrated every fourth Sunday of the month. Special worship opportunities are made available at Thanksgiving, Christmas, and Lent. Thanksgiving is celebrated with an ecumenical service sponsored by the Norwalk Area Ministerial Association the Sunday before Thanksgiving. During Lent we offer midweek worship opportunities. Lent begins with Ash Wednesday, a service of repentance and forgiveness. The Wednesdays following Ash Wednesday help us to focus on Christian Growth. During Holy Week we worship on Maundy Thursday and Good Friday. On Christmas Eve we host services at multiple times

SUNDAY SCHOOL. The Sunday School program for three year olds to 5th grade is a rotation style combining Bible stories, crafts, skits, and music into a holistic learning experience. Classes are also offered for adults. The Sunday School term runs September through May. Sunday School is offered from 9:30-10:20 a.m.

VACATION BIBLE SCHOOL. Each summer, normally the first week in August, New Life offers one week of Vacation Bible School. These are holistic experiences in learning Bible stories. VBS is typically held in August, and the neighborhood is invited to this event. In 2017 the theme was Created by God and made for a Purpose. More than 90 children and youth attended.

ADULT EDUCATION. Because of our need for Biblically literate disciples, we emphasize adult education for personal faith growth. Adults are urged to participate in education opportunities offered to them through small group studies, and the Adult Forums on Sunday morning during the Education Hour. Mid-week bible studies are also occasionally offered throughout the year.

HI-SCHOOL SMALL GROUPS. The high school group meets regularly throughout the month and at many other and various times.

ADULT FELLOWSHIP. Occasionally, fellowship activities are arranged for the adult membership of the congregation. These activities offer an opportunity for us to get to know one another in a more informal atmosphere.

SOCIAL MINISTRY. Social ministry opens up ways that we can serve the community. We are working toward ways that we bring the Gospel of Jesus Christ to our community through deeds of love and concern.

CONFIRMATION. Classes for 6th -9th grade meets on Wednesday night at 6:30 -7:45. We rotate on a three year rotation and walk through the Old Testament, Luther's Small Catechism and an understanding of the Sacraments and the New Testament. The ninth grade class continues in the confirmation program until they celebrate their Affirmation of Baptism on Reformation Sunday, the last Sunday in October.

OWLS. A group of Older Wiser Lutherans meet once a month (normally on Fridays) for a dutch treat lunch. This is a great way to meet other members and stay connected.

PUB THEOLOGY. Our church partners with Norwalk Christian Church to host Pub Theology. Pub Theology is an informal discussion led by the pastors of NCC and NLLC together. Dates and locations change so watch the bulletin for information.

YOUTH SUMMER TRIPS. The Middle and High School Youth of the congregation participate in mission trips each summer. Signups happen in the fall for the following summer. Below is a list of locations of each mission trip over the last several years. The 2018 ELCA Youth Gathering will be held in Houston Texas.

2017-Phoenix, Tucson and Nogales & Kansas City

2016-Rutland, Vermont

2015-Nashville, Tennessee & Detroit Michigan (ELCA Youth Gathering)

2014-Wind River Reservation Wyoming

2013-Thunder Bay Ontario

2012-Boundary Waters Canoe Area Wilderness (Minnesota) & New Orleans Louisiana (ELCA Youth Gathering)

2011-Milwaukee Wisconsin

POLICIES AND PRACTICES

HOLY BAPTISM. Holy Baptism is precious to us because through Water and God's Word, God forgives our sin, gives us eternal life and salvation, and grants us the power of the Holy Spirit. Through Baptism we are made disciples of Jesus and part of the Body of Christ, the Church. We treasure this gift of God as the source of hope and faith. Baptism is for the household of God. All Baptized are called on to live in the Baptismal covenant through participation in the Church and living a life of discipleship.

Baptism is scheduled by contacting the Pastor. Normally, before Baptism, a home visit is made by the pastor to talk about the Rite of Baptism, God's promise and our response. Any worship gathering is an appropriate time for Baptism. In cases of severe illness, the pastor should be contacted immediately so that Baptism may be administered.

The practice of having sponsors is encouraged but it depends upon the wishes of the parents. If sponsors are chosen, they should be faithful, dedicated Christian people. They need not be Lutherans.

HOLY COMMUNION. We celebrate this sacrament every Sunday, except on the fifth Sunday of a month. We also celebrate the Lord's Supper on special festivals. Regular participation is expected of all disciples, for Jesus has called on us to do so.

At New Life we host an 'open table' for Holy Communion. All are welcome to receive this free gift of God's grace. We believe Jesus is 'really present' in, with and under the bread and wine. Even though the bread and wine do not change in physical form, Jesus presence in, with and under the bread and wine makes this much more than a remembrance or symbol of God's love. Because of Christ's presence we also believe the real effects or benefits of this meal are; the forgiveness of sin, life with God here, and the promise of life with God to come. Children are welcome to come forward for a blessing. First communion instruction is available during the 2nd grade year of Spiritual Formation at New Life.

PRIVATE COMMUNION. Pastor is willing and able to offer private communion to those who are unable to come to worship due to illness, disability, or work schedule conflict. Simply schedule a time with Pastor to come to your home and bring this precious sacrament to you. A home visit team is also available should you prefer this option.

FUNERALS. Funerals are scheduled through funeral homes in consultation with the Pastor. Funerals may be held either at the church or at the funeral home. Funerals may be scheduled at any time of day. A pre-planning guide for your funeral is available on our website.

WEDDINGS. Marriage is one of the most important decisions and events that can occur in one's life. Therefore, that decision ought to be given most serious thought. Because faith and the home are so vitally important, Christians need to be concerned about proper preparation for marriage.

Weddings are scheduled by contacting the pastor. Scheduling the wedding at least six months in advance provides ample time for planning. All wedding plans need to be approved by the Pastor. Normally three or four sessions of pre-marital counseling are scheduled during which the Pastor discusses with the couple the various concerns involved in marriage. We use the resource PREPARE/ENRICH to guide the discussions during pre-marital counseling. Those sessions are also used for wedding planning.

MEMBERSHIP DIRECTORY. This is published yearly in January. Updated information will be printed in the monthly newsletter. Please try to update your directory. Please notify the Church Office should your address or phone number change.

HOSPITALIZATION. If you are hospitalized, please contact the pastor at the Church or at home to alert him of your hospitalization. An essential part of discipleship ministry is bringing comfort to those hospitalized. In case of emergency, please contact Pastor Nate no matter what time of day or night. When Pastor is out of town, a neighboring pastor or other disciples of New Life are available to make hospital calls.

PASTORAL CARE. Pastor Nate is available to consult with you on any matter that affects your life. Because of the wide range of problems we humans face, no Pastor can be prepared to assist with every problem. However, through various resources, Pastor Nate is able to refer you to the appropriate place for care of your needs. The Pastor's services include counseling as well as spiritual guidance. If you wish to avail yourself of this service, simply call the church office or Pastor Nate to schedule an appointment.

One of the special opportunities that are available is the opportunity for individual confession and forgiveness. If you have a specific sin weighing on your conscience that does not seem to go away, this would be an opportunity for you to confess and receive absolution specifically for you.

When should you call the Pastor? Anytime you have a need to share-death in the family, times of celebration, time of crisis, loss of a job, spiritual questions, spiritual doubts, times of conflict, financial need, etc. In short, any time you need help, comfort, celebration or direction.

CANCELLATION OF CHURCH ACTIVITIES. On the rare occasions when the weather causes congregational activity to be canceled, social media is the best way to notify you of the cancelation. An email will also be sent should this need arise. Worship will not be canceled, even in times of severe weather. Know first, that God loves you and we as a church do too. Be Safe!

COMMUNICATION. The newsletter, "Lifelines", is printed close to the end of the month for the upcoming month. The newsletter is available on the website, and may be mailed directly to your home should you desire. We ask that you read the newsletter and share that information with family members and friends. If you have information to be printed in the newsletter, please submit it to the Church Office by the 20th of the month.

The bulletin is printed on Fridays. Any information for the bulletin should be submitted by 12 noon on Thursday.

Each member is given a mailbox in the rear of the worship space. To save postage, many things are placed in that box. It is your responsibility to collect the information that is in the box. Parents--please instruct your children about the importance of this box so they are sure to give you whatever is there.

A weekly NewLifeLINK is emailed to subscribers on Wednesdays. A daily "eDevotion" is emailed daily. Members may sign up to receive these weekly or daily communication tools by signing up on the website or by contacting the church office.

OPEN MEETINGS. All meetings of the Congregational Council and boards are open to every member of the congregation. If you have an issue to be placed on the Council agenda, please contact the Council President or another council member to request time to present your issue. Meeting times are listed on the monthly calendar in the newsletter. Council members are listed in the directory. Note that anonymous requests, critiques or advise cannot be entertained by council members during council meetings.

SCHEDULING MEETINGS OR EVENTS. The New Life facility is a very busy place with meetings, classes and events. Before scheduling an event at the church, please contact the Church Office to clear that event with the reservations calendar. A Building Use Form was adopted for use in 2009. The form must be completed and approved by the church office before the event is scheduled. This form is available on the church website.

NURSERY SERVICE. Nursery service is provided during the 10:30 time of worship on Sunday morning. The nursery is for children up to the age of 5. We make every effort to provide a safe environment and conduct a screening process for these and any volunteer who interacts with youth.

USE OF CHURCH EQUIPMENT. You are welcome to borrow tables, chairs and other equipment. However, we do ask that you clear it with the Church Office in advance and return it in like condition.

MEMORIALS AND GIFTS. If a friend or loved one dies, memorials are an appropriate way of remembering your relationship with that person. If you wish to honor a specific occasion in your life or the life of someone else, a gift may be an appropriate way of remembering that occasion. If you wish to give a memorial or gift to the congregation, please contact the Pastor.

From time to time, a "Needs List" is published in the newsletter. This "Needs List" provides opportunities for you to give something above and beyond your yearly faith-promise. Call the Pastor to arrange to give a special gift.

GIVING BEYOND LIFE. Wills and insurance policies make it possible to continue our stewardship to the church even after death. Your attorney or your insurance agent can assist you in planning for this special gift.

ONLINE GIVING. In 2014 the congregational council adopted a program which allows for members and friends of New Life to give directly from their checking account or from an account linked to a debit or credit card. 'Our Sunday Visitor' allows users to track their giving and has the ability to receive one time or recurring gifts. To set up an account, visit the church website and follow the links. The current Chair of the Board of Stewardship can also assist with any questions.

FLOWERS FOR WORSHIP. If you would like to provide flowers for worship to celebrate thanksgiving to God for a special occasion in your life, please follow this procedure: Sign up in advance through the church office. Please indicate if these are being provided for a special occasion. Then arrange for the flowers with your florist. If they are to be delivered, please check with the church office as to when the church will be open. If you are bringing flowers yourself, please do so well before worship begins.

GUIDELINES FOR THE USE OF CHURCH PROPERTY

1. All activities are to be scheduled through the church office. Congregational activities receive priority. However, we will try to accommodate you as much as possible.
2. Please treat this facility with respect. The facility is a non-smoking facility. Alcohol may not be served.
3. Please return any tables and chairs that you use to the original positions.
4. When you are finished, please leave the facility neat and clean. The vacuum is located in the Janitor's closet in the South Entrance foyer.
5. Turn thermostats down to 60 degrees in winter and turn air conditioning off in summer. Please note the instructions on the programmable thermostat in the Fellowship Hall.
6. Please check to see that all lights (including bathroom lights) are off before you leave.
7. If you have used the oven or coffee pot, please check once again to see that they are turned off.
8. Make sure all doors are locked before you leave.
9. Under no circumstances is the Sanctuary area to be used for meetings or activities.
10. Fire extinguishers are located in the kitchens and other areas throughout the church building.
11. Report any problems in writing to the Church Office.
12. If you are providing food and drink for your activity, please do not use any beverage containing a red dye so that, if spilled, it will not stain the carpets.

A BRIEF HISTORY OF NEW LIFE LUTHERAN CHURCH

New Life Lutheran Church began as a mission congregation. In 1968, seven Protestant denominations agreed to work in Lakewood on an ecumenical approach to ministry. The project was turned over to the American Lutheran Church in the fall of 1970 after withdrawal of the other 6 denominations.

Pastor John Rohde was called as the pastor-developer of the congregation. He served the congregation from 1971 to 1972. Together with Frances Schmidt, a parish worker, they canvassed the area. The first worship was on April 25, 1971, at Echo Valley Country Club. The congregation was officially organized on June 20, 1971. In October of 1971, the location of worship was moved to the vocal room of the Norwalk High School.

Pastor Gerald Gunderson was called and installed on August 20, 1972. He served the congregation until 1976. The first unit of the Church building was dedicated on April 15, 1973. The New Life Preschool began operation in September of 1974.

Pastor Glenn Kramer was called and installed on May 23, 1976. He served the congregation until 1980. Dedication of the new Sanctuary and Fellowship Hall was held on February 8, 1979. The congregation sponsored a refugee family in 1979.

Pastor Robert Rod was called and installed on June 15, 1980 and served the congregation until January of 1984. The tenth anniversary was celebrated on June 21, 1981.

Pastor Gary Panko was called and installed on August 26, 1984. In October of 1985, the congregation was able to refinance its debt and thereby was no longer a mission congregation. In 1988, along with many other Lutheran congregations, New Life joined the merger of churches which formed the Evangelical Lutheran Church in America. In 1991, the Congregation celebrated our 20th Anniversary with Bishop Paul Werger as our special guest. In 1996, the congregation hired its first youth worker. Also in 1996 the congregation celebrated our 25th Anniversary with Bishop Phil Hougen as our special guest. In 1997, the congregation conducted a "Vision Under Construction" capital fund appeal to raise monies to construct an education wing. In 1998, the congregation approved a renovation of the existing facility and retained Walters Homes to construct an education wing to the south of the fellowship hall. On February 28, 1999, the education wing was dedicated with Bishop Phil Hougen as our guest preacher. Pastor Panko resigned as Pastor to accept a call to Bethlehem Lutheran in Royal, Iowa in September of 1999.

Pastor Tim Maybee was called to New Life Lutheran Church on September 4, 2000 and he was installed on November 5, 2000. A vibrant youth led worship service was begin on Sunday nights and enjoyed participation for a number of years. Pastor Tim accepted a call to serve FJELDBERG Lutheran Church in Huxley IA in late 2008.

Pastor Nate Liedtke was called to serve New Life Lutheran Church on September 17, 2009. He was installed Jan. 24, 2010. During 2011 we as a congregation celebrated 40 years of ministry in Norwalk. The congregation responded to this milestone with a "GIVING NEW LIFE new life" campaign which reduced the mortgage by more than \$40,000. An After-School Program was begun for 3rd-5th grade students on Tuesday and Thursday afternoons in the fall of 2011. This program was temporarily suspended due to transportation issues in 2015 but was able to resume for the 2016-2017 school year and currently provides after school activities and homework assistance for 13 children. We also experienced the largest growth year of any of the previous 40 in 2011. By God's grace we continue to see many visitors and guests and have many new members joining this wonderful and God blessed ministry. Beginning in 2012 New Life began a formal partnership with Jonathan and Carrie Federwitz who serve the people of Papua New Guinea with Lutheran Bible Translators. In the summer months of 2014 the congregation planted and maintained a Community Garden, improved landscaping and replaced the play-set. Updates to the worship space continued into 2016 including audio/video enhancements as well as new flooring and chairs. As the congregation continues to grow and weekly attendance increases proportionately, long term planning has begun to meet the future needs of the growing ministries of this congregation.

EXECUTIVE COMMITTEE

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- Council Vice-President: Lance Taylor. 480.2275.lsmstaylor@gmail.com
- Council Secretary: Kari Murray. 669-7339. drpepdrnkr@hotmail.com
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- Financial Secretary: Amy Thacker. 979-6774. amyethacker@hotmail.com
- Past President: Leslie Merriman. 240-3970. orangeles5@msn.com

CHURCH COUNCIL

- Church Life: Danene VanZuuk. 975-4993. danene1949@yahoo.com
- Education: Laura Kimball. 988-8932. ljkimball@yahoo.com
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STAFF

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