



Augustana Lutheran Church

PROCLAIMING THE GOSPEL, GROWING IN FAITH, MINISTERING TO ALL



Evangelical Lutheran Church in America
God's work. Our hands.

Frequently Asked Questions (FAQ's)

What would you like to know?

This page is intended to provide general information that may not have been communicated to all members. Topics are posed as questions followed by the answer. Questions below are links: press *Ctrl* & *click* on the question to 'jump' to that section answering the question. Email the [webmaster](#), if you have any additional questions or clarifications.

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How do I navigate around the Augustana Lutheran Church website?

When the website is opened, the **Home** page is displayed which allows users to access all parts of the website. Beneath the banner (used in most links) is the **Command Line...** "Home About Us Calendars Leadership & Services Member News Our Ministries Pastor Page Contact Us ". These words are links to specific **pages**. Clicking on these links will take you to a new section of the website. If you move your cursor over some of these links (such as **About Us**), a "drop down" list of additional, related links will appear, which will open more **pages** when selected. Within some **pages** you will find additional links...either to **pages** or **documents**. It is important to note the difference between **pages** and **documents**: when the **Command Line** appears, it is a **page**; when it does not, it is a **document**. When a document is opened, you can return to the link that opened the **document** by simply closing (selecting the red X in the upper right hand corner) the **document**. On **pages**, the displayed **Command Line** will enable you to select anywhere else you wish to go. Throughout the website you will see **Bold Blue Text italicized & underlined...**this indicates a link to: an external link, an email address, a hyperlink to another section of the website, or 'jump' to a section in the document. To exit the website entirely, simply return to any page and select the close button in the upper right-hand corner of the screen.

The best way to learn how to navigate around our website is to simply explore by pointing and clicking on the links that you see. You may be surprised by what you find. Enjoy!

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What is included on our website?

Our website was designed to serve both Members and Visitors alike as a useful information resource about our church. For Visitors, the **Home** page provides both a welcome message, and the basic information needed to find our church, and worship with us. The right hand section of the **Home** page provides visitors with: our address, phone numbers, directions, and worship times. In addition, the **About Us** Command Line link gives Visitors a "drop down" list to learn more about our church including: our mission statement, church history, and a history of the Lutheran Children's Home. Members may also enjoy viewing these history summaries as well. The **Contact Us** link on Command Line enables Visitors and Members alike to send an email message to the church office directly.

For Members, the reminder of the website provides an information resource base. The following describes the "drop down" list under each remaining **Command Line** links:

Calendars: Dynamic, interactive calendar showing schedule for future events months in advance

- **Worship Assignments:** Table of all those assigned to worship service such as greeters, ushers, lectors, etc.
- **Wedding Planning:** Instructions for planning a wedding at Augustana Lutheran Church, including online forms to reserve the church
- **Facility Use Requests:** Instructions for reserving rooms of the church facility for meetings, classes, etc.

Leadership & Services: **Staff:** Pictorial directory and contact information for Church Staff & link to this (Frequently Asked Questions) **document**

- **Council Members:** Pictorial directory and contact information for Congregation Council & link to Church Committee **document**
- **Youth Volunteers:** Pictorial directory and contact information for our Youth Volunteers for Sunday School & Luther League
- **Historical & Genealogy:** Pictorial directory and contact information for church Historian & Genealogist
- **Policy & Procedures:** Link to documents of Church Constitution, Facility Use & Fees, Church Financials, and Energy Policy

Member News: Shows links to following **documents** or external links:

- **Spire:** Link to Digital Version of the Current Month Spire (church newsletter)
- **Spire Archives:** Link to Archive of previous 20 Spires

- [Member Notes](#): **Document** of Member sharing announcements of interest to their church family (updated frequently)
- [Prayer Information](#): Additional links to *In Our Prayers*, Phone Tree, and Prayer Chain **documents**.
- [Annual Report](#): **Document** of Current Reports from last Annual Church Meeting held in January
- [Pledge Forms](#): **Document** with Links to *Time & Talent* and *Pledge Forms* & message from Stewardship Committee for Annual Pledge Drives
- [Community Events](#): Link to Andover Tourism Website

Our Ministries: Shows external links to our various Faith Partners

- [Youth Ministries](#): Page with multiple links to Youth photo gallery, Sunday & Vacation Bible School information and forms, Volunteers directory, youth worship schedules, and young adult links to Youth Gathering and Scholarship programs
- [WELCA](#): Schedule and contacts for WELCA groups
- [Other Opportunities](#): Opportunities for the week, plus other ministries our church supports

Pastor Page: [Pastor Blog](#): Thoughts/Messages from our Pastor...updated frequently

- [Video Message](#): YouTube Links to Pastor's Sermon

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How are my Envelope Offerings used?

Money received in the Regular White Envelopes, Initial Offering Envelope (IEO), Lenten, and special church Holiday Offering Envelopes are deposited in the General Account to fund the normal church operating expenses (Salaries, Maintenance, Utilities, etc.). The monthly [Blue](#) Offering Envelope allows members to direct the gifts enclosed to specific interests. The Blue Envelope has five check boxes options which direct how the gift will be used:

- [Endowment Gift](#): Money received is invested in the Endowment Fund. Annual interest or dividends from these investments are distributed equally to Church Property Improvements, Church Programs, and Outside ministries.
- [Food Pantry](#): Gifts are directly sent to area food pantries, and are "non-church use" gifts.
- [Scholarship \(Year\)](#): Gifts are used for the current year distribution of scholarships to eligible youth members enrolled in college.
- [Organ Fund](#): Gifts are used for active Fund Appeals. Current Fund Appeal is for the Church Rewiring project completed in early 2017. When Fund goals are reached, gifts will accumulate for future church improvement projects.
- [Other](#): Members can use this option to specify any cause of personal interest not covered by other options
- [No Checkmark](#): A Blue Envelope with no checkmark goes directly to the Synod's *World Hunger*, and is a "non-church use" gift.

These Envelopes are used to record member gifts throughout the year, so accurate year-end gifting reports can be generated for members income tax purposes. Please make every effort to use your issued Envelopes. Should you forget your Envelope, general green Envelopes are available in the church pews. Be sure to fill your name and Envelope # so your gifts can be recorded accurately. Every effort is made to keep your gifts confidential. For more details, see [Church Financials](#) page.

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How may I contact church leadership with a question or concern?

Obviously, members are encouraged to contact any Council member or Pastor directly. This website has focused on enhancing this communication. Links to [Staff](#), [Council Members](#), and [Historical & Genealogy](#), found under the [Leadership & Services](#) link on the [Home](#) page **command** line, provides a pictorial directory and email address links of those respective groups. This helps new members to become familiar with leadership members. An email link is provided if you wish to contact the entire Council at once. Also under [Leadership & Service](#), is the [Committees](#) link which provides a description of the various church operation committees along with the contact information of the Committee chair, providing information to better focus your request or question. Under

the [Our Ministries](#) command line link, are links to [Youth Ministry](#) and [WELCA](#). The Youth Ministry links contains a pictorial directory of our youth ministry volunteers, and the WELCA link contains the schedule of upcoming WELCA meetings along with the group leader contact information. Note: for internet security reasons, we have avoided posting any personal phone numbers...only email addresses.

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How can I serve Augustana Lutheran Church?

Augustana Lutheran Church cannot operate without the many volunteers involved. Sharing your individual gifts with the church is one way to strengthen your spiritual faith. In addition to the duties in the annual [Time & Talent](#) survey (form found at [Member News](#) -> [Pledge Forms](#)) requested of every member, there are multiple opportunities to find a needed service that matches your individual strengths or interests highlighted in this website. There are committees, council membership, WELCA groups, and youth volunteers always needed. Also, this website was redesigned with the objective of **congregational ownership**, which is to say there are multiple ways where contributions to this website are needed and welcomed. From contributing your pictures, news, and prayer requests to providing your special skills in writing, photography, video, and computer usage, there is a role waiting for you to serve. For more information on website support contact the [webmaster](#).

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