

Ascension Communicates, Collaborates, and Connects

August 2020

Dear Friends in Christ:

In these recent days filled with not so good news about COVID-19, we are so very happy to share with you some great news of ways we can enhance our communications, collaborations and connect in our Ascension Community of Church, School and Foundation. With Ascension's mission statement leading us – ***We are called to create opportunities for all people to become devoted followers of Christ*** - we share with you some easy ways we can lift up the work of our ministries as we go forward, each day, to live out the mottos of our Church and Foundation (***Invite, Grow, Serve***), our TK-6th School (***Lead-Inspire-Serve***) and our Early Childhood Center (***Love-Nurture-Grow***).

Enhancing communications with each other and the community around us does many things. Not only will we all know more about what's happening in Ascension's many ministries, but we can all be better equipped to invite others to participate in ministry events, activities and programs. We see opportunities to integrate ministries, ministry events, activities and opportunities into worship, education, fellowship and service. We see opportunities to make new connections within our Ascension Community and the local community outside our campus. Communication launches us into collaborating and connecting.

We don't have to buy or make anything new. We will use existing Ascension groups and systems in some new ways. Ascension's organizations, groups, and ministry teams will be key messengers of ideas, invitations and inspiration – sharing their group's ideas and plans with others as well as seeing what other groups are doing and acting on those opportunities for connection and collaboration. The calendar of events will now include an easy process for requesting meeting rooms (and meeting room arrangements). This will facilitate compliance with health and safety protocols as well as help groups plan and host events and activities. Groups will be able to provide more details about events and activities including invitational flyers that can be easily shared with others. Newsletter and social media posts will continue to play an important role in our communications – with access to more information, these communications can enhance and inspire invitations and collaborations inside and outside our campus.

We simply need to commit to (1) timely submit items to the calendar; (2) timely communicate back and share information to others; (3) to check the calendar often; and most importantly; (4) be open to looking at Ascension's organizations, groups, leaders, ministries and people as resources to connect, engage and grow relationships and collaborations on many levels and in many different ways.

Pastors and Staff (of ALC & ALS (ECC and TK-6)) and volunteers of ALC, ALS and Foundation are encouraged to use this sharing and collaboration in worship, teaching, Bible Study, service, outreach and fellowship. As leaders of our Ascension Community, we see Ascension's Church Council, School Board and Foundation Board of Trustees providing encouragement, support and guidance in proactively facilitating resources as needed and in promoting and encouraging dialogue and collaboration.

External events have given our Ascension Community of Church, School and Foundation an opportunity to explore new ways to purposefully connect and collaborate – we may not be able to meet up in the Narthex or on the patio after worship to talk, plan, exchange information but we can still stay in touch using new ways to accomplish the sharing and planning. We can invite those visiting us in online worship to check out our calendar with invitations to connect with us if/as they see something of interest to them. For families bringing their children to Ascension's

School (ECC and TK-6), we invite them to know of the many opportunities in our Ascension Community for connection and collaboration and that they have an open invitation to join and participate. The Ascension Community is a dynamic combination of Church, School and Foundation. We look forward to joining with everyone in living out our Ascension mission statement and mottos.

We now invite you to learn more about how this will work in a 1-hour Zoom meeting that will take place Monday, August 3 at 7pm. At this meeting, you will hear a brief presentation of Ascensions' goals for this upcoming year of ministry and then a presentation for how you can help make **ASCENSION COMMUNICATES, COLLABORATES & CONNECTS** work. Please respond to the Evite to let us know if you are able to attend <http://evite.me/uRzVdeDczk>. We will send a follow up email with a link for the zoom meeting. We very much hope to see you there.

In His name,

Pastor Tim Delkeskamp, Senior Pastor
Debra Papageorge, Council President
Paul Hoffmeier, School Board President
Mark Howe, Foundation President

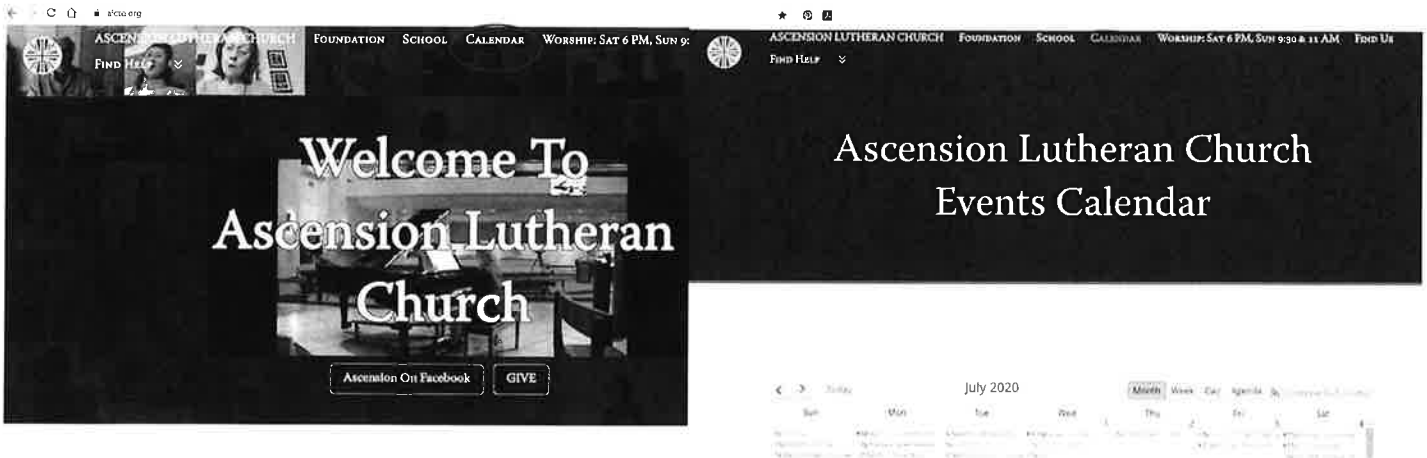
Attachments: A Implementation Plan
B Step by Step Guidance

ATTACHMENT A: IMPLEMENTATION PLAN

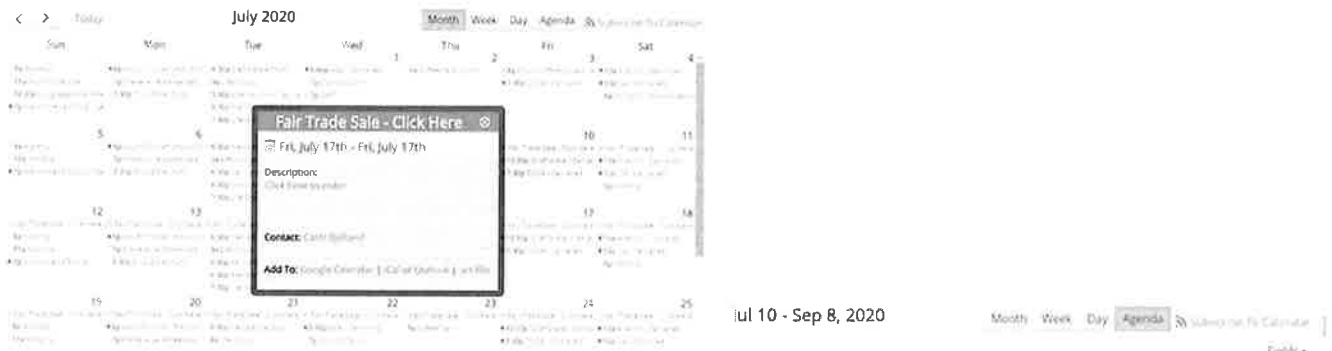
1. Ascension ministry teams, groups, organizations including Ascension's TK-6 School, Early Childhood Center and Foundation are asked to identify their respective representative(s) for posting and sharing information including periodic Zoom virtual meetings. This information (name, email, phone and group/team/organization representing) should be shared with Carol Bjelland (carolb@netscape.com) and Susanne Maliski (smmaliski@gmail.com) by July 27, 2020. Susanne and Carol will act as facilitators for the initial launch. (The facilitator role can rotate to others every 90 days).
2. Organizations/groups/teams to populate the calendar with their events/opportunities including description, time/date/location details (including flyers & forms) for sharing. Detailed step-by-step guidance has been prepared and are attached. ***See Attachment B.*** The posting of information/items and populating the calendar should start immediately and continue as new events/opportunities are planned.
3. There will be an initial launch meeting, via Zoom, on August, 3, 2020 at 7 PM. All organization/group/team representatives are invited to participate. This initial launch meeting will cover (1) introductions; (2) review of posting/sharing and facility request process; and (3) Questions & Answers. The purpose of this initial launch meeting is not to review/discuss the details of each & every event, opportunity or activity posted to the calendar. Group representatives are encouraged to contact those organizing/hosting the posted events/activities directly and to engage in offline planning discussions.
4. On a monthly basis beginning Tuesday, September 8, 2020, at 7 PM, there will be **very brief** "touch-base" Zoom meetings. All group/organization/team representatives are invited to participate. This will be an opportunity for groups to provide quick updates & time sensitive information. The date & time for subsequent "touch-base" Zoom meetings will be decided at the conclusion of the September 8th meeting.
5. Organization/team/group leaders (or their designated representatives) should (1) timely submitting information; (2) checking the calendar on a regular basis to see if there are opportunities for invitation/connection/collaboration; (3) sharing information back to their respective ministry teams/groups.
6. A target "Go-Live" date of August 15, 2020 to have calendar initially populated with information known at that time. This will give ministry/group/organization leaders & representatives and their respective groups opportunity to ask questions in the Initial Launch Zoom meeting, see examples of items already scheduled, review information, identify potential opportunities and contact other ministry teams to connect and discuss collaboration.
7. The Facilitator(s) and the Ascension Communications & Church Office Team will provide assistance as needed to help with posting and sharing information from the calendar.

Steps for using Ascension Lutheran Church calendar on the website

Step 1: Start at alcto.org and click on calendar at the very top of the task bar on the home page. You also have the option of scrolling to the bottom of the page to select the calendar button. This will take you to the month we are currently in.

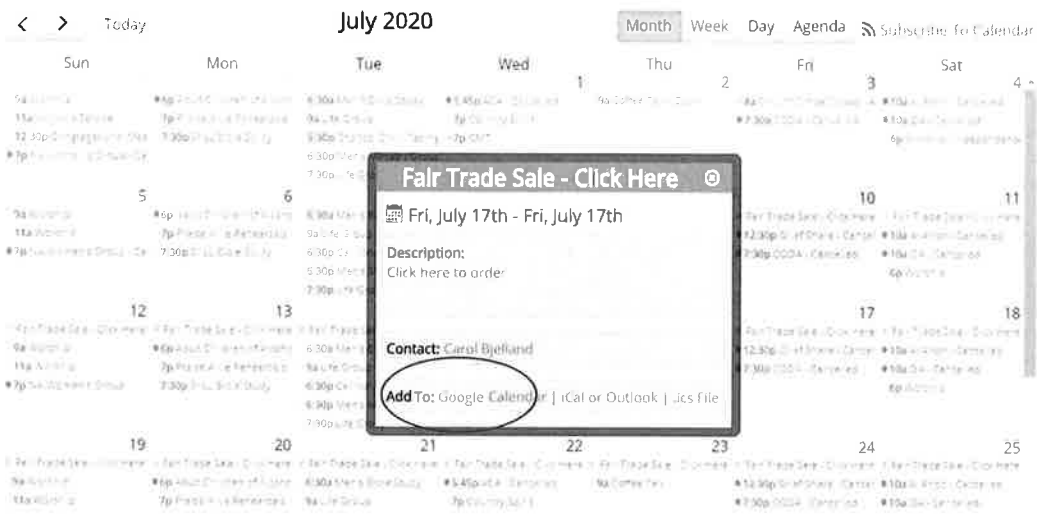


Step 2: You can view the calendar by Month/Week/ Day/ or Agenda, at the top of the calendar task bar. Viewing by month enables you to click on an event and see when and where the event is being held. Viewing by agenda you can more clearly see when, where, what room, and more information on the event.



	Title	Description
Fr Jul 10th		
All Day	Fair Trade Sale - Click Here	Click here to order
12:30pm - 12:30pm	Food Share - Cancelled	HELD in the Library- no reservations needed Church sponsored group
7:00pm - 9:00pm	COPIA - Cancelled	Meets in the Library
Sat Jul 11th		
All Day	Fair Trade Sale - Click Here	Click here to order
10:00am - 12:00pm	All Anns - Cancelled	Meets in the Bethlehem Room - All Anns

Step 3: You have the option to add the event to your google calendars. Do this by clicking on an event that you plan on attending and adding it to your personal electronic calendar.



Step 4: When viewing the calendar, at the bottom of the calendar page there is a button to fill out a request form to book an event. For events that run for more than one day, add a comment in the “other information” section. This filled out form will go to Diane’s email in the church office.

Click here for request/announcement form

Room Request Form

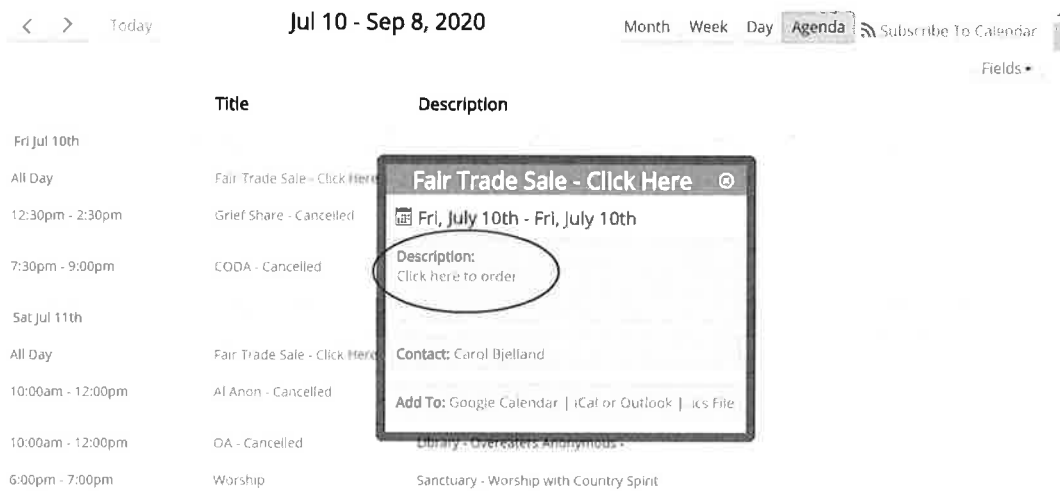
Fields marked with an * are required

NOTE: Form submission does not guarantee availability.

First Name *	Last Name *
Email *	Phone *
Ministry Group or Organizaton	
Name of Room Requested (If Known)	

Step 5: Diane will contact you to tell you that the room is available or that it is not and make arrangements with you for a different room.

Step 6: If there is some type of form or flyer that you would like included with your event when a member views it, you can email a Google Doc to Diane when she contacts you. Google Docs is the most preferable format. Please note PowerPoints are not compatible with any program and will show up in a lower resolution. The office staff will then add the event to the website calendar, which will show up in the event description as a link along with any information you ask to be included.



The new calendar will allow leaders or groups to communicate with each other and inform them of affairs being organized. Members from the church can also look at the website and see gatherings that they would like to attend.