

**Epworth Children's Home Representative
Ministry Position Description
Bethel United Methodist Church
September 2009**

Local Church Representatives

The Local Church Representative program helps tell the Epworth story to the over 241,000 United Methodists in South Carolina. Each church in the conference selects a lay person to serve in the capacity of Local Church Representative (LCR) for Epworth. This person acts as a liaison between Epworth and their church. Their job is to help educate their congregation about Epworth and assist in the two annual offering Sunday's authorized by the SC Annual Conference. Please ask your minister if your church has an LCR for Epworth.

Information for those serving as a Local Church Representative

Everything you need to know about being a Local Church Representative for Epworth Children's Home:

- You are the primary point of contact for all matters related to Epworth for your church. You serve as a liaison between Epworth and your church's pastor.
- You are serving as an ambassador for children by working with your pastor to tell the Epworth story in your church.
- Epworth is authorized by the South Carolina United Methodist Conference to have two annual Sunday offerings. These offerings are the only source of financial support we receive from the Conference—Epworth is not an apportioned ministry of the Conference.
- The Mother's Day Offering will take place on Mother's Day in May. Your pastor will receive order forms for materials including envelopes and bulletin inserts in March.
- The Work Day Offering will take place in September. Your pastor will receive order forms for materials including envelopes and bulletin inserts in July.

Your responsibilities for each of these Offerings include:

- Assist your pastor with the ordering process. Make sure the forms are submitted back to Epworth and the proper number of materials are ordered.
- Coordinate with your pastor to make sure each Offering Day is promoted in the church for at least the three preceding Sundays. This can be done by announcements in church, messages in the bulletin and articles in the newsletter.

- On the Offering Sunday, make sure the envelopes are in the pews or bulletins, and the inserts are in the bulletins.

You can support Epworth throughout the year by coordinating with your Pastor to have an Epworth staff member speak at your church in Sunday School classes, dinners or during worship. You can also encourage fundraising drives and contributions to Epworth throughout the year.

Help us increase your church's average per member giving. The per member average for South Carolina is \$4.48 per member. We want to increase that to \$6.00 per member.

If you have any questions or need more information, please call (803) 256-7394 or e-mail

LBundrick@epworthsc.org. Also, help us keep our records updated by letting us know your e-mail address and current mailing address.

Your effort, energy and time are appreciated by the staff and 80 children of Epworth Children's Home. You are helping care for these children, and we are grateful.