Pastor’s Planning Guide

May 1 – October 31, 2012

WITTENBERG ENGLISH MINISTRY
LUTHERSTADT WITTENBERG
GERMANY

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Welcome to your special ministry assignment in the Wittenberg English Ministry (WEM).

THIS PASTOR’S PLANNING GUIDE IS THE AUTHORITATIVE DOCUMENT by which all our participating pastors are enabled to conduct a consistent ministry, both from one pastor to the next and from whichever Lutheran denominational affiliation each individual pastor might come. Next to the Holy Scriptures and the Lutheran Confessions, this document is the chief tool by which your ministry will proceed. PLEASE GIVE IT YOUR CAREFUL ATTENTION.

As a participating pastor, you will receive a truly unique experience as you preach and conduct short-term worship ministry in the very churches where Dr. Martin Luther preached and taught! May the Lord bless you as you encounter this unique, one-of-a-kind, international ministry and experience the revitalizing adventure in ministry that many have said adds both quality and years to their pastoral ministry career and enables you to be even more spiritually enlivened for your ministry at your home congregation. We want you to grow and thrive as a pastor through your participation in this ministry, even as we want the people you serve to find a deeper connection to Christ and the Reformation of the Church brought about by Luther and his colleagues.

Further, may the Lord bless you and the people from around the world whom you touch as He works through the Word to nourish the faith of all who will be attending the worship services you conduct. This ministry TO YOU becomes a ministry THROUGH YOU that is most significant as you provide a worship experience by which people from every Lutheran and other denominational background in the world can worship God in Luther’s church!

This is our 16th year of ministry in Lutherstadt Wittenberg. We are gratified that this ministry has never been more highly regarded and deeply respected wherever it is known throughout North America, Australia, and around the world, as well as locally in Wittenberg and across Germany. We are pleased that, beyond the valuable pastoral development that WEM provides, we are considered locally to be “the English arm” of the German Church, and are regarded as a valuable asset by the entire Wittenberg area. We look forward to continued servanthood ministry in the name of Christ for years to come.

PART 1 – MISSION STATEMENT AND BACKGROUND INFORMATION

Mission Statement

The mission of the Wittenberg English Ministry is twofold: 1) to connect Jesus Christ to people through a Christian worship and outreach ministry in English directed toward the international visitors and local residents of Lutherstadt Wittenberg, Germany; and 2) to provide Lutheran pastors with a ministry growth experience that will enhance their ministry to and with their local congregations.

Origin and Background

The Wittenberg English Ministry had its beginning in the summer of 1996, when the Rev. Keith Loesch, then Pastor of Grace Lutheran Church, Woodbridge, Virginia, lived in Lutherstadt
Wittenberg, Germany, for two months as part of a sabbatical experience provided by his congregation. Near the end of his stay, he was invited by the Lord Mayor Eckhard Naumann and other town officials, with the concurrence of the German pastors and church leaders, to initiate a worship and outreach ministry in English at the historic Castle and Town Churches associated with Dr. Martin Luther. It was envisioned that this ministry would serve the hundreds of thousands of tourists who visit Wittenberg annually and potentially develop into an ongoing international English congregation.

In the summer of 1997 Loesch and four additional Lutheran pastors from the USA conducted a ten-week trial period. It was deemed such a success by the town officials, and the pastors involved received such an extraordinary ministry experience, that it was decided to expand the program for 1998 and beyond to cover the entire six month tourist season from May through October each year.

The years from WEM’s founding to the present have seen a steady continuation of ministry under highly unique and very stressful circumstances in Wittenberg. The “9-11-01” Attack on America, the Great Flood on the Elbe River in 2002, the unprecedented European drought in 2003, and the generally poor world economic conditions during 2004 – 2005, again in 2008 – 2009, and now to the present, have all had a negative impact on Lutherstadt Wittenberg, as well as on the number of visitors coming to visit the Luther sites. Nonetheless, the dynamic presence of our onsite Deputy Directors coupled with the regular rotation of North American and Australian pastors excited at the opportunity to serve in Wittenberg, provide a continuing worship ministry that has been an ongoing source of spiritual enrichment, comfort and joy to both the tourists who come to visit their spiritual roots and the residents of Wittenberg.

By the end of this year, more than 200 Lutheran pastors from the USA, Canada and Australia will have served in this ministry and received the benefit of this experience, even as they have served people visiting Wittenberg from literally every part of the world. Moreover, these pastors have carried affiliations with the ELCA, the LCMS, the WELS, the ELCIC, the ELC-C, the AALC, the LCMC, the NALC and the Lutheran Church of Australia.

The Need for Ministry in English at Wittenberg

Every year several hundred thousands of people from all parts of the world travel to Germany to visit Lutherstadt Wittenberg and the many other places associated with the Lutheran Reformation. They do this for primarily religious reasons – to strengthen their connection to Jesus Christ and the Reformation of the Church by Dr. Martin Luther. In 1996, the 450th anniversary year of Luther’s death, the number was above 500,000 in Wittenberg alone! More than 600,000 came in the Oberammergau Passion Play years of 2000 and 2010.

The vast majority of people visiting Wittenberg from outside Germany come from every conceivable denomination and theological persuasion as already committed Christians to fulfill their interest in exploring and solidifying their spiritual and historical roots. Wittenberg is for them a veritable “Mecca,” with many people coming not merely as tourists, but more particularly as Lutheran and/or Christian pilgrims.

Additionally, large numbers of people travel to Lutherstadt Wittenberg from within Germany. Either they are intent on learning more about Martin Luther because of their Christian faith, or more likely because of their secular interest in Luther as the nationally significant historical person he was for the German language and culture.

English is the predominant language used in Wittenberg by both visitors and residents for international communication. It is the native language for people visiting from the United States, Canada, England, Australia, and South Africa. It is most frequently the 2nd or 3rd and sometimes 4th
language for visitors from other world areas such as Asia, Africa, South America, India, the Mid-East, Scandinavia and Central and Eastern Europe, including Germany itself. Wittenberg is truly an international place during the tourist season.

A significant number of visitors to Wittenberg indicate that worship in a familiar language at a church closely associated with Dr. Luther is a most meaningful spiritual experience and a true highlight of their visit. They readily offer universal appreciation for having been able to visit the churches, houses, castles and museums related to Luther. Continually, people express widespread desire to sing the hymns of faith and to worship God in a familiar language at a church where Luther conducted his ministry.

The Wittenberg English Ministry seeks to creatively address this overall need.

Our Ministry Scope

We conduct this ministry in English as an outreach and nurturing ministry directed to the following audiences:

- the host of English-speaking tourists who visit Wittenberg from throughout the world;
- the local residents of Wittenberg who choose to attend the worship services in order to practice English, to hear the Gospel, to get close to a Lutheran, more relational style of preaching and pastoral ministry, and to feel connected to the international Christian community upon whom Luther made such an impact.
- the students who come from colleges and universities all over the world to study at the Leucorea or engage in Reformation research and wish to participate in English worship.

The Mission Impact

As a servanthood ministry, we seek to be an instrument of the Holy Spirit through which the Gospel may deeply impact those whom we serve for the sake of Christ and his Kingdom:

- Lutheran pastors from the USA, Canada and Australia who serve in this ministry will receive valuable multi-cultural exposure and ministry experience as they do short-term ministry in Lutherstadt Wittenberg, thereby leading them to a new appreciation of their Reformation heritage and providing their ministry back home an invigorating new dimension and an international sensitivity.
- Christian tourists/pilgrims/visitors from throughout the world and from a broad array of Lutheran and other denominational backgrounds, through their worship involvement, will find great spiritual fulfillment and return to their homes with vital connection, broader understanding, deeper faith, and greater commitment to Christ, Luther and the Church.
- Local residents of Wittenberg, through their worship involvement, will find renewal and development of their Lutheran/Christian faith and a new sense of mission and ministry as Christians in the Body of Christ. Over time, a mix of local German and international English speaking permanent residents will form a mission association that will, effectively assume this ministry for the long term.
- International and German Students are present in Wittenberg for research or other study programs. Some wish to be exposed through their worship involvement to the Gospel of Christ and are nurtured as Christians, motivating them to seek out and otherwise become involved in the Church when they conclude their studies in Wittenberg and return to their homes.
PART 2 – ADMINISTRATION AND LEADERSHIP PERSONNEL

Our Office Location in Wittenberg

Our office in Wittenberg is located in the Wittenberg Information building, Schlossplatz 2, across the street from the Castle Church. It is owned by a consortium of people in Wittenberg who have contracted its tourism operations to a consulting company in Hamburg. The operation in Wittenberg is known officially as “Tourist-Information Lutherstadt Wittenberg.” Its website is www.lutherstadt-wittenberg.de. You will find the staff to be most pleasant, cooperative and helpful.

Director

REV. KEITH LOESCH continues to serve in a volunteer capacity as the overall Director and operates from his home office at Woodbridge, Virginia. He is responsible for the scheduling of all the clergy who serve, and sees to the conduct and implementation of all facets of this ministry program. You will find his contact information on the cover of this Pastor’s Planning Guide. Please feel free to contact him for any information or assistance you may need.

On-site Deputy Directors in Wittenberg

Three volunteer on-site Deputy Directors, all long-time devoted church leaders, serve two months each during the six months from May through October when this ministry is in operation.

The Deputy Directors are responsible for guiding and facilitating all activities and matters pertaining to the Wittenberg English Ministry. They are to ensure that all pastors are properly oriented upon their arrival, assist the pastors in every way possible so as to maximize their effectiveness, and generally are the “go to” person to whom the pastors may look for assistance in any aspect of this ministry. Further, they promote the ministry opportunities among the tourists, assist in publicizing the ministry within the town, serve as liaison between WEM and the local churches, and provide assistance in English when called upon by local town folk.

The Deputy Directors operate from our WEM office located in the Wittenberg Information Center, directly across the street from the Castle Church. We are most grateful to the staff of Tourist-Information Lutherstadt Wittenberg for providing us this space in return for the valuable service that our on-site Deputy Directors provide as adjunct unpaid staff to Wittenberg Information.

The Deputy Director will at all times be ready to serve as your “go between” in the city. You may reach him either at the WEM office: 03491 49 86 14, or on his cell phone: 0171 945 36 12.

Please feel free to contact the Deputy Director serving during your time in Wittenberg for information or assistance. Their periods of service and contact information are shown below.

Deputy Directors for the 2012 Ministry Year

- MR. JOHN SPECKHARD Serving: May 1 – June 30
- MR. ROBERT LEHMANN Serving: July 1 – August 31
- MR. TIMOTHY REAMAN Serving: September 1 – October 31
To CONTACT them in the USA:  

John Speckhard  
Saint Louis, MO  
Phone:  314-894-0757  
Email:  jwspeckhard@cs.com

Robert Lehmann  
Topeka, KS  
Phone:  785-438-8674  
Email:  toprobina@yahoo.com

Timothy Reaman  
Olathe, KS  
Phone:  913-897-0375  
Email:  threaman@comcast.net

To CONTACT them in WITTENBERG:  

By Airmail:  Attn:  (Name Dep. Dir.)  
Wittenberg Information  
Schloßplatz 2  
06886 Lutherstadt Wittenberg  
Germany  
Phone:  011 49 3491 49 86 14  
Fax:  011 49 3491 49 86 11

By Phone directly to Deputy Director for calls only within Germany:  0171 945 36 12

By Email:  their USA email address as noted above (which can be accessed in Wittenberg)

Other Stateside Personnel

Ministry Staff Associate  
• MRS. ELIZABETH SCHNABEL, Medina, OH  
  Phone:  330-723-1035  
  Email:  eschnabel47@gmail.com

Ministry Staff Associate  
• MRS. JANELLE WULF, Hooper, NE  
  Phone:  402-654-2304  
  Email:  wulflj@midlands.net

PART 3 --- OUR MINISTRY PROGRAM

Components for 2012

1. Worship Services in English on Saturday evenings from 5:00 to 6:00 p.m.  
   Services are held in the Schloßkirche/Castle Church (All Saints) and the  
   Stadtkirche/Town Church (St. Mary's), according to an alternating schedule.  

   STADTKIRCHE (Sankte Marien, St. Mary’s):  
   Office:  Judenstrasse 36  
   Pastors:  --- Pfarrer Dr. Johannes Block  
   Phone:  03491 62 83 0  
   E-mail:  block@kirche-wittenberg.de
   Pfarrerin Dr. Kristin Jahn  
   Phone:  0175 11 68 954

   Organist (Kantorin):  --- Dr. Heike Mross-Lamberti  
   Phone:  (0) 3491 40 91 91  
   Fax:  (0) 3491 40 91 92

   Church Master (Kirchmeister):  --- Herr Bernhard Naumann  
   Phone:  (0)3491 40 44 15

   Sexton (Kuester):  --- Herr Wolf-Dieter Schnerpel
SCHLOSSKIRCHE (Allerheiligen, All Saints):

**Pastor in Charge:** --- Direktorin Pfarrerin Dr. Hanna Kasparick
Office: Wilhelm-Weber-Strasse 1a
Phone: (0) 3491 50 53 48
E-mail: predigerseminar@kirche-wittenberg.de

**Organists (Kantors):** --- Herr Thomas Herzer & Frau Sarah Herzer
Phone: (011 49) 3491 50 54 15
E-mail: musikschlosskirche@gmx.de

**Sexton** (Kuester): --- Herr Ivo Behr, Herr Uwe Stibbe
Phone: (0) 3491 40 25 85

2. **Devotional Services on Wednesdays, Thursdays and Fridays from 4:30-5:00 p.m.**
   conducted in English at the **Corpus Christi Kapelle** (built ca. 1368) on the grounds of the Stadtkirche. This building, also used by Luther, is known as the Kinderkapelle by some and the Fronleichnamskapelle by others. It accommodates up to 60 people.

3. **Devotional Services for Groups by Special Request** through the Wittenberg Information Center or by personal contact with the onsite Deputy Director. The Deputy Director will receive the request and will notify the English pastor immediately. It is preferable to use the Corpus Christi Kapelle for this purpose, and not to use the main church buildings so as to avoid problems with other tourists.

4. **Emergency Pastoral Care in English**, should the need arise.

5. **Participation in the English Stammtisch** on Thursday evenings at 7:00 p.m., meeting at a local restaurant in the historic district. See the posted Flyers for the current location.

6. **Availability for assistance to English-speaking tourist/pilgrims** as requested by the Deputy Director and/or Wittenberg Information.

The Saturday Evening Service in Detail

1. **You are to prepare a Worship Service and a Sermon for EACH of the two Saturdays.**
   - The services should be **recognizably Lutheran** in content and structure.
   - The services are to be **services of the Word** and non-Eucharistic.
   - **ALL LITURGY is to be SPOKEN** and easily understood so as to avoid difficulty and confusion.
   - The **Lessons** are to be the pericopes assigned for the Sunday following the Saturday night service. They may be from any of the various Lutheran Lectionary series.
   - In the **Apostles Creed**, use “Holy **Christian** Church” rather than the word “catholic.” Non-Lutheran protesters find the word “catholic” offensive and complain about it.
   - **Prepare a different Sermon for each Saturday.** The tourists will be different but the German attendees are coming quite regularly. **Tourists particularly appreciate the pastor tying some aspect of the Reformation into the Sermon**, focusing on the Gospel for the day, but also relating it to the work of Luther, Melanchthon, Cranach, Bugenhagen, Gerhardt, et al.
   - **Refrain from being "cutesy,"** using dramatics, or chancel drama in place of the sermon, or otherwise “showcasing” yourself. The people want to hear a good message that will connect them to Christ and lift their faith. **Keep the Word of God as the main attraction.**
• **Do not exceed one hour.** Because the sexton may commute to another town, he may have a scheduled train to catch. **Begin at 5:00 p.m. and end on or before 6:00!**

• **It is well to contemporanize the service,** tastefully, textually and musically. The goal is to communicate the Gospel as clearly as possible and to enable the worshiper to express their faith in joy and celebration.

• **For each service, pick several hymns** (usually three) for congregational singing, one of which should be "A Mighty Fortress." Try to have the hymns be **as singable as possible,** recognizing that the congregation will likely be of varying Christian traditions and from different areas of the world. Easily sung contemporary songs are appropriate. **Avoid hymns or songs that are musically difficult** or unknown to the people.

• **SEND THE MUSIC for the hymns BY AIR-MAIL** at least several weeks in advance of your services to the on-site Deputy Director at the Wittenberg Information address found on page 7. These can be taken from any of the Lutheran hymnals that are extant. Make sure all notes and words are clearly photocopied. The Deputy Director will see to it that the music is given to the appropriate organist. Do not assume the organist will be familiar with what you want him or her to play. They are highly accomplished musicians, but are not necessarily familiar with all hymns or songs that have been published.

2. **The SERVICES must be COMPLETELY PRINTED OUT** – Lessons, Psalm, hymns, prayers, etc. (everything but the sermon), to enable every worshiper to read along. It is particularly helpful to those people for whom English is their second (or 3rd or 4th) language. We have no way of knowing the attendance in advance, and could have a normally broad range between 10 and 100, and perhaps more. Because of numerous tour groups who come during the year of the Oberammergau Passion Play, some services in that year go as high as 150 or more. **Generally, 60 copies of each service should be more than sufficient.** It is always better to have too many than to run out.

• **Reproduce the services at home and bring them with you to Wittenberg.** Do not photocopy the sample sent with the Pastor’s Planning Guide. Also, please send copies of each service to the Director for his files. (See address on front cover.)

• **Make up your own Bulletin cover, or purchase something appropriate.** Bulletin covers that use a photo of Luther, one of the Reformation sites, or the Luther Rose are appreciated by the tourists as a memento of the Worship Service.

• **Reprint the enclosed "Welcome!" inside the FRONT cover.**

• **Reprint the enclosed "2012 Participating Clergy" inside the BACK cover.**

• **Reprint the enclosed "Our Ministry Program" ON the BACK cover.**

• Include your "Acknowledgements" wherever it is appropriate and space permits.

3. You as pastor are responsible for conducting the services.

• **Attendees prefer that you both preach and conduct the service from the center aisle** at the foot of the chancel or preach from the lectern. This affords a more intimate relationship between the pastor and the people. The high pulpit seems to signal a significant "distance" between pastor and people. Your voice volume must be sufficient to reach throughout the church, yet be neither too soft nor too loud. Also, be careful not to blow people away by shouting into the microphone.

• **Utilize other people,** perhaps pastors or lay people from among the worshipers, **to read the Lessons** or otherwise be involved according to your own best judgment. This becomes a treasured moment for those individuals that they will long cherish.

• **As you run into English tour groups on the street, try to work with the Tour Leaders to encourage participation of their groups** in the services. Many tourists would like to attend the worship service but their tour guide often discourages them.
4. At the beginning of the service, the Deputy Director will welcome the worshipers, introduce you as pastor, make a few brief remarks, and then turn it over to you.

5. An Offering is to be received.
   - The Deputy Director will handle the ushering duties, including passing the Offering Baskets through the congregation.
   - You will need to encourage the congregation in their giving and help them know that the offering is of great importance to the present and future operation of this ministry. WEM receives no national or regional mission support from any Lutheran or Protestant denominational sources. We operate only on gifts to this ministry by people who want to see it happen, trusting that the Lord will graciously supply our needs. The people are glad to contribute when they are aware of and understand the need. A sample notice is in the Worship Folder at the point of the Offering that you may wish to highlight for the people. Or re-write it if you have a more effective way to say it.
   - The Deputy Director is responsible for counting and processing the Offering following the service, keeping the appropriate records, and seeing that the offering is appropriately deposited into our Wittenberg English Ministry account.

6. It is possible that a Choir or other Musical Group may be present for the service.
   - You may know this well in advance, or the group might just suddenly appear.
   - When present, the Group’s role at the service is to contribute to the worship of the people, not to perform a concert or to otherwise take over the service.
   - Utilize the group according to your best judgment to enable the rich contribution it can make to the worship experience. Listen to the experience of the Deputy Director.
   - To maintain the integrity of the service, the group should be allowed to sing a maximum of 12 minutes so that there is sufficient time for the congregational hymns, readings, sermon and prayers. Remember, we only have the church available for one hour, from 5:00-6:00 p.m. It is the people's worship time, and the service must end on schedule.
   - Choir music may be sung wherever in the Service you deem it appropriate. The group should sing "a cappella" from the Chancel. There is no rehearsal time available, and robes are not necessary. Also, the organist does not have time to practice any accompaniment. Both churches have tourists coming and going throughout the day, seven days a week, and therefore are not available for other uses.

7. The pipe organs at both Castle and Town Churches are outstanding instruments. Though American church organists frequently desire to play them, permission is granted on a highly exceptional basis by special arrangement. It is possible that your own church organist may choose to visit Wittenberg while you are there and desire to play for your service. To have the privilege of playing, the person must be competent, and receive clearance through the Organists-in-charge. Contact the Deputy Director to arrange for clearance.

8. The Deputy Director will have Prayer Request Forms and Attendance Slips available for insertion in the worship folder for the attendees to make prayer requests and to fill in their names and addresses. The Prayer Requests will be given to the pastor for use during the Prayer time in the service. The Attendance Slips will provide a record of who attends from many different countries, and will enable us to be in contact with them as a later follow up.
Wednesday, Thursday and Friday Chapel Services in Detail

1. These services are held from 4:30 to 5:00 pm on Wednesdays, Thursdays and Fridays at the Corpus Christi Kapelle, located on the south side of the Stadtkirche. They should begin promptly and end by 5:00. Plan to arrive at least 15 minutes before the service.

2. Prepare two 30 minute devotional services, one for each week’s 3 services (Wednesday, Thursday, and Friday). Print out the Scripture readings AND hymn verses, as well as your own version of “A Mighty Fortress.” Be sure to select hymns that are broadly familiar and easy to sing. The attendance will vary from 0 to occasional groups of 20 or more. Bring 30 copies of each week’s service with you for distribution at the Chapel Services.

3. All hymns must be sung a cappella, since there is no organ, piano or other musical instrument in the Corpus Christi Kapelle. "A Mighty Fortress" should be one of hymns, and it should be printed out in the Devotional Service folder. Also, the sound in the Kapelle is very live, so a few people make a large sound!

4. An Offering will be received at each service, so please indicate that in your printed folder. The same thoughts regarding the Offering at the Saturday evening services apply. The Deputy Director will be prepared to pass an Offering Basket.

5. The Deputy Director will be present and available to serve as usher and assistant at each of the services. He will also introduce you at the beginning of the service. Help him help you!

6. If a SPECIAL Service is requested by a group at an unscheduled time, you would use these same folders for that service. Normally the request comes to the Deputy Director through contact made at the Wittenberg Information Center. The Deputy Director will inform you of the day and time it is scheduled and will handle all the arrangements.

Concerning Vestments, Bibles, Hymnals, Etc.

- We have four sets of vestments available for use, all donated by previous pastors. These vestments are of varying sizes and are stored in the Deputy Director’s office at Wittenberg Information. One or the other should fit you reasonably well if you are relatively standard sized, so that you would not need to bring vestments along. However, if you want to be certain of the fit, you may be more comfortable bringing your own vestments with you. Some have chosen to wear only a clerical collar.

- For the Saturday evening services, our practice is to be fully vested as you would be when conducting services in your home parish.

- For the Wednesday, Thursday and Friday chapel services (which are more informal), being unvested and wearing street clothing will be perfectly okay. Clerical collar is optional. Dress comfortably, but appropriately.

- Bring your own English Bible, Hymnal, and any other materials you may need. We do not have a supply of Bibles, hymnals or other supplies yet developed, nor do we have a storage area in which to keep them.
Emergency Pastoral Care in English

On occasion, though very infrequent, there are times when an English speaking tourist finds himself in a personal crisis and needs pastoral care. When it happens, you will be contacted by the Deputy Director or the Wittenberg Information Center to provide pastoral care in English for that person. Because the German pastors find it very difficult to provide emergency pastoral care for non-German speaking persons, they greatly appreciate our willingness to serve these needs. If and when an emergency arises, use your pastoral skills and instincts as helpfully as possible.

PART 4 – OTHER MATTERS OF IMPORTANCE

Use our Website

Our website: www.WittenbergEnglishMinistry.com is the public “face” of our ministry intended for people in every part of the world to find helpful information about our mission and ministry program. It is set up so that most information is available to the public, while some parts are available only to the director, deputy directors, and webmaster.

Knowledge of German

Because our ministry is conducted in English, it is not necessary for you to know German. The people who attend the English service do so because it is in English. Most Germans are delighted if you speak German and you can communicate best with them if you do. Nonetheless, we also find that great numbers of Germans are rapidly learning English. Many even prefer you to speak English so they can practice and learn from you.

However, if you do not know German, you would do well to purchase a German-English dictionary that you can carry in your pocket. You will find them in most of the larger bookstores in the USA. They are also available in bookstores in Wittenberg.

English Stammtisch

The English Stammtisch is a weekly gathering for adults interested in speaking English and sharing fellowship. It meets on Thursday evenings at 7:00 at the “Haus des Handwerks,” a local restaurant across the street from the Lutherhaus. The idea is that those interested in gathering for some good Gemütlichkeit are invited to show up and enjoy one another's company. English speaking people from wherever they come gather to meet other English and German people, and Germans come to meet English visitors and practice speaking English.

The Stammtisch is not intended as a bilingual event. Speaking German is not appropriate, nor is it a time for anyone to show off their ability to speak German. This is purely a fellowship time, but is a marvelous place for you to meet people and have visibility as the English pastor. Some of the people at the Stammtisch have become regular attendees at our services because of the connections they made with the English pastor, and others are attracted to visit our services because of the invitation they receive from our pastors. They love to learn to know our pastors and spouses through this delightful fellowship time. Put this on your schedule. You will find it uniquely rewarding!

Prior to Departure for Germany

• Purchase a 2012 German Travel Guide book at your local bookstore. It will provide a wealth of information. Such books are published by a variety of companies.
• Make sure you have a valid PASSPORT! Without it, you do not leave the country!
• You do not need any special vaccinations.
• Consider medical issues---review your Health Plan regulations, etc.
• Return the MEDICAL EMERGENCY INFORMATION FORM and the MEDICAL LIABILITY RELEASE STATEMENT which will soon be sent to you by email. SEND ONE COPY to the Deputy Director serving during your time in Wittenberg, and BRING ONE COPY with you so that it is available in your personal effects, in case it might be needed by emergency medical personnel.
• Consider legal issues, in case of emergencies:
  An updated will, and a person who knows where it is
  A limited Power of Attorney
• Leave information at your home and/or office where you can be reached.
• SEND YOUR TRAVEL ITINERARY by E-mail to the Deputy Director as early as possible so he can be looking for you. See contact information on pages 6-7.

Travel Arrangements to Wittenberg

You are responsible for making your own travel arrangements from your home to Wittenberg and back again. Use the INTERNET or YOUR FAVORITE TRAVEL AGENT as you may desire. All major airlines will be happy to fly you to Europe, with international destinations in Germany at Frankfurt, Berlin, Munich and Duesseldorf. Presently, and for the foreseeable future, we are all at the mercy of the airline industry. Unfortunately, WEM does not have any discount travel arrangements to offer.

The nearest airport destinations to Wittenberg are LEIPZIG-HALLE AIRPORT and TEGEL AIRPORT at Berlin.

• If you fly into LEIPZIG, which is your closest option, you can either rent a car and drive to Wittenberg (approximately one hour driving time), or you can take the train from the airport to the Leipzig main station and then take the next train to Wittenberg.

• If you fly into BERLIN, you can also rent a car and drive to Wittenberg (about 1½ to 2 hours driving time), or you can take the bus from Tegel Airport to the Hauptbahnhof, the Main Train Station, on Lehrterstrasse, then take the train from there to Wittenberg. The bus stop is immediately outside the main entrance to Tegel Airport and goes directly to the Main Train Station. Again, the people at the Information counters will be happy to help you find your way. This bus and train schedule is very efficient. The bus fare is currently 2.30 Euro and the InterCity Express train fare is 29 Euro one way.

• An additional option is Taxi Cab Service available directly from the Berlin and Leipzig airports to Wittenberg for approximately 80 Euro from Berlin and 65 Euro from Leipzig. This is a special price only available through the Wittenberg Information Center. Contact the Deputy Director to help arrange this fare for you.
If You Rent a Car

If you choose to rent a car for use in Germany, you will drive to Lutherstadt Wittenberg from the airport, with your final destination being the Luther Hotel, 7-10 Neustrasse. It is located in the heart of the historic area. The Luther Hotel has an underground garage with a fee of 7 Euro per day, 25 Euro per week, or 50 Euro for two weeks.

You can book the rental car through your travel agent or over the Internet. All major American car rental companies have partners in Germany. This gives you the advantage of renting your car in the USA and paying in American dollars. You would then receive a voucher which you give to the German car rental company when you pick up your car.

If you wish, you could rent a car after you arrive at Wittenberg. The Deputy Director can help you make contact with a car rental agency once you get there.

Your American Driver’s License will allow you to drive in Germany. An International Driver's License (from AAA, good for 1 year) is no longer a requirement but could be a helpful document should any mishap occur.

You can get maps of Germany from AAA. The German partner of AAA is “ADAC” and has reciprocal service arrangements. Go to any office, show your AAA card, and they will help you accordingly.

Arrival Time at Wittenberg

- It is mandatory that you, the incoming pastor, arrive at Wittenberg on a TUESDAY, the day before your first service begins.

- Whether arriving at Wittenberg by car or by train, you should go directly to the LUTHER HOTEL, 7-10 Neustrasse, 06886 Lutherstadt Wittenberg. It is located in the heart of the historic area. Taxis are available at the Train Station, should you desire.

- Send your arrival information to the Deputy Director so that he can arrange a time to meet, greet and otherwise assist you. To contact him, see the Contact Information on Pages 6-7 above.

- If you arrive in Wittenberg by train, but wish to rent a car while in Wittenberg, you can do so, and the Deputy Director can help as needed.

The Luther Hotel Wittenberg

We are greatly blessed to have the Luther Hotel Wittenberg as our sponsoring hotel! Located in the heart of the historic area, the Luther Hotel is a 3-Star hotel that offers outstanding accommodations, great service, an underground garage, and first-rate meals in the dining room. It is the hotel of choice by many English speaking tourists and is conveniently located within a few minutes’ walking distance of everything in the historic area of Wittenberg. Take the time to explore the hotel’s website: www.luther-hotel-wittenberg.de We couldn’t want a better place to stay!

Luther Hotel Wittenberg
Neustrasse 7-10
06886 Lutherstadt Wittenberg, Germany

The Reservations Manager has reserved a double room which our WEM pastors will occupy during their time in Wittenberg. The receptionist is reasonably good in English and will be
happy to be of service. You will do well to confirm your date of arrival with the Luther Hotel by e-mail at reservierung@luther-hotel-wittenberg.de or by phone or fax at the number above.

The Costs for your stay are as follows:

For one double room plus the buffet breakfast for two weeks:

<table>
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<tbody>
<tr>
<td>Pastor alone</td>
<td>Euro 280</td>
</tr>
<tr>
<td>Pastor and Spouse (or 2\textsuperscript{nd} person)</td>
<td>Euro 434</td>
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<tr>
<td>Pastor, Spouse &amp; 3\textsuperscript{rd} person</td>
<td>Euro 511</td>
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<td>Pastor, Spouse, 3\textsuperscript{rd} &amp; 4\textsuperscript{th} persons</td>
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<tr>
<td>2\textsuperscript{nd} Room – 2 persons</td>
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</table>

You will pay directly to the hotel. The exceptionally good rates are given to our pastors both to honor the spiritual service they provide and to make this ministry experience affordable to our pastors and spouses. Be sure to let the management know of your appreciation.

You must pay for other services, such as use of the mini-bar, telephone and fax calls, pay TV movies, laundry service, and other meals at the hotel restaurant. You can accrue charges to your room account and pay them all by credit card when you check out. All major credit cards are accepted.

You may come a day or more early, or stay longer than the two weeks, but in either case you must make separate reservation arrangements with Daniela Stoessel, Reservations Manager.

Also, you will need to bring an adapter or a converter to make your electrical equipment (laptops, shavers, CD players, etc.) usable for 220 voltage. Appliances generating heat are not appropriate for electrical converters.

Your Room

Your room at the Luther Hotel is not available to you until the Tuesday of your scheduled arrival. It will be cleaned and prepared for you following the checkout of the preceding Pastor earlier that morning. It will then be cleaned again on the next Tuesday morning. You will need to vacate the room on the Tuesday morning when your scheduled time of service in Wittenberg ends so that it can be cleaned and prepared for the incoming Pastor.

WEM pastors are assigned a large room near the end of a hallway on the third floor of this elevator-equipped building with three twin beds, including two pushed-together to make a “king.” A duvet with cover is on each bed and there are two nightstands. There is a tower-style floor fan, but no AC.

There are two bed lamps and one desk lamp, although most light comes through the large, screened, double-wide window which opens. The fire escape is directly outside the window. Stepping far to the left of the window, the Town Church clock tower is visible (and the bells are clearly audible, ringing at the quarter hour, 24/7.)

A lengthy counter/desk is along an entire wall of the room, with computer access, a mini frig (empty) under the counter and two small waste baskets. There are three chairs and a small round table. The closet has nine hangers, although no pant hangers. The small TV offers only German language channels.

The bathroom has a full length counter, 3X magnification make-up mirror, two drinking glasses, two wine glasses, three beer glasses, hair dryer, soap dispenser, three hand towels, three bath towels and one bath mat. Note: There are no wash cloths. Towels and bedding are changed during the once a week (Tuesday) room cleaning. Upon request, the housekeeper will exchange your towels as you desire. An iron is available at the front desk.
The wonderful German Breakfast begins at 6:30 am daily: beverages, yogurts, rolls/breads, soft boiled eggs, cheesy scrambled eggs, cereals, meats, cheese slices, jellies, sliced and mixed cut fruit.

A small rooftop patio has chairs and umbrella tables, ideal for eating outdoors if you carry-out from a restaurant. On the fifth floor there is also a shower, sauna, bathrooms and two non-descript exercise machines.

Your Day of Departure

Plan to check out of the hotel by 11:00 a.m. on the second Tuesday morning after your arrival. Have a safe and pleasant trip home or to other destinations to which you may be heading!

Food

All types of restaurants are within easy walking distance of both the WEM office and the Luther Hotel: Asian, Indian, Italian, Mexican, etc. Of note is the Kartoffelhaus (“Potato House”) which offers more than 80 potato-based dishes. “Doener” is a Turkish-style wrap, loaded with cabbage, and the most common “fast” food on the main shopping street. Subway and McDonalds are located beyond the Old Town area. Some restaurants provide English language menus upon request.

Tap water, which is safe to drink, is not served with restaurant meals: bottled mineral water will be served if you ask for water. Large tips are not expected: simply round up your bill. If you leave money on the table, a server might run after you, thinking you left the money by mistake. Only the larger restaurants along the main street accept credit cards. Dinner is always more expensive than lunch. Servers will rarely come to the table after food is served; simply locate your server to ask for the bill.

Several grocery stores are within easy walking distance of the Luther Hotel: Netto and Aldi are past the castle church, and there is a smaller market, “E-Aktiv,” on Paul Gerhard Street in front of the hospital. If you purchase bottled drinks, save the bottles: both glass or plastic are recycled in machines found in grocery stores. After you insert empty bottles, the machine will “read” the labels, then print out a receipt which you take to the cashier when checking out of the store. This is worth the hassle: depending on the beverage, the bottle deposit can be more expensive than the contents.

Post Office

The post office is within three blocks of Luther Hotel: go left out of the hotel, then right on Fleischerstrasse. Walk two blocks and the large post office building will be on your left, at the corner of Wilhelm-Weber-Strasse and Fleischerstrasse.

Gym

A very large, well-equipped Physio Centrum is located six blocks from the hotel at Lutherstrasse 32. Follow the directions to the post office, then continue walking on Wilhelm-Weber-Strasse until you reach Lutherstrasse. Turn right. Walk two blocks. Entry is at the rear of the building. This is a very complete Techno Gym, with a classroom of spinners, multiple bikes, weight room, etc. You will need to meet with a trainer and purchase a membership, complete with photo ID, before being allowed to use the gym. The gym opens weekdays at 8 am, with limited weekend hours.

Laundry/Cleaner

Turn left to leave hotel, then right on Fleischerstrasse. Turn right at the second courtyard. The laundry/dry cleaner is at the back on the left.
Computer

If you do not bring a digital device, a computer with Internet access and printer is located in the room behind the front desk of the Luther Hotel. Note that this computer uses a German keyboard. Or, arrange with your Deputy Director to use the WEM office computer on the second floor of the Wittenberg Information Center, which is Internet equipped and has a printer.

Money

The **EURO** serves as the currency for Germany and fluctuates daily. You can determine its current price and value by checking the website: [www.x-rates.com](http://www.x-rates.com).

Take with you as little cash as necessary, primarily what you will need for your travel days. You can exchange Dollars for Euros at a number of locations near the center of the city, denominations of $20 or smaller is best. **Do not bring Traveler's Checks.** They are not accepted at many banks, and where they are accepted, the exchange rate is very high. Certainly DO NOT exchange money at the airport or at a hotel since the rate of exchange at those locations will also be very high. **The best way is to buy Euros with your debit card or credit card at an ATM (Geldautomat) at almost any time,** but you must **remember your PIN number.**

Credit and debit cards are accepted in many places in Wittenberg, but not in all. Prior to leaving the US, check with your credit card company regarding an international surcharge, as many companies charge an additional 3%. Premier-level cards often don’t have this surcharge. Some pastors use their debit card; for European travel, you will do well to carry your “bank” of euros in a money belt. Also, **before you leave for Germany, inform your bank or credit card company that you will be using your debit or credit card in Germany. Inform them of the dates you will be out of the country.** Banks are becoming more cautious about approving credit purchases which seem out of the ordinary. Some banks no longer want American dollars.

Getting Around in Wittenberg

Wittenberg sidewalks are dual-function, serving as curb-less streets for cars and bikes. Both vehicles can make travel hazardous for pedestrians. Two separate crossing lanes are marked at stoplights: one for pedestrians, the other for bikers. Everywhere you might need to go is within easy walking distance. However, should you want to explore the city and environs, the city bus system will take you to shopping centers and elsewhere. WEM has also been given two bicycles which can be available for your use.

Wittenberg Train Station – Bahnhof

The Wittenberg train station is about eight blocks from the Luther Hotel. A taxi from the station to the hotel costs about 5 euros. Note: on Sunday morning, cabs begin service after 8 am.

If you plan to travel by train, purchase a train pass from EuroRail. This can be done on the web within six months of your arrival date in Europe; your passport number will be required to make the purchase. Discounts are available for seniors and two persons travelling together. Because Wittenberg is on a main rail line, fast trains (designated by IC and ICE on the schedule) are available to Berlin and Leipzig. A complete Wittenberg arrival/departure schedule is conveniently located on the wall in the computer area behind the hotel reception desk.
The Leucorea

The Leucorea (University) Foundation is an important element of Lutherstadt Wittenberg. "Leucorea" is the original name for the Wittenberg University founded by Frederick the Wise in 1502 and made so famous by Dr. Martin Luther. It was closed in 1817 and moved to Halle where it is now called "Martin Luther University, Wittenberg-Halle." An extension was restored in Wittenberg in 1995.

Of the Leucorea's growing number of programs, two are significant to our ministry. One is the **Institute for German Language and Culture**. This program brings many students from around the world to learn German and experience German culture. Some of these students come from the USA. Over the years the staff has been very positive toward our program.

The second program at Leucorea significant for our ministry is the **Zentrum fur USA-Studien (Center for USA Studies)**. This program brings students to Wittenberg from throughout Europe, Africa and Asia to learn English and American history, geography, politics and culture. In times past, the various directors have been supportive of our ministry program and encouraged their students to attend our services as part of their learning experience. Because of recent developments, this program is undergoing difficult times and may be relocated to Halle.

The Lord Mayor's Office

Herr **Eckhard Naumann** has served as Oberbürgermeister (Lord Mayor) since 1991. He is an excellent man, an active Christian layman, and a very warm and cordial person who is highly supportive of our ministry and played a major role in calling it into being. He is also very busy! You may wish to get an appointment to meet him or his special assistant, Herr **Arne Lietz**, and express your thanks for their helpfulness and support of our ministry. Their office is located in the new Rathaus (formerly the old Russian barracks from the 1960’s) about 400 meters north of the Marktplatz.

Travel to Other Luther Sites – Terra Lu Travel

If you intend to travel to other Luther sites in connection with your time of ministry at Wittenberg or to visit relatives and friends elsewhere in Germany or Central Europe, I would encourage you to take an extra week or two either **before** or **after** your time at Wittenberg. On the one hand, that would allow you to maximize your time in Wittenberg by spending as much time as you wish at the various museums (Lutherhaus, Melanchthonhaus, Cranachhaus, Old Rathaus, Haus der Geschichte, and State Museum of Natural History) or otherwise walking the streets and soaking up the atmosphere. On the other hand, it would allow you to go where you pleased in Germany without the need to get back to Wittenberg.

We have no services scheduled on Sundays, Mondays and Tuesdays, so that could be time for day trips to locations nearby. However, special services could be requested on any one of those days, so please honor those commitments first. Check with the Deputy Director as you make plans. He is readily available to assist.

For **travel BEFORE or AFTER your time in Wittenberg, your best option is TERRA LU TRAVEL**. Website: www.terra-lu-travel.com. The website is in both English and German. Terra Lu Travel (Traveling the Land of Luther) specializes in group travel in Germany and throughout Europe. All tours are designed by Rev. Christian Utpatel, an ordained Lutheran pastor and owner of Terra Lu Travel. He can book groups into any kind of hotel, church retreat center, hostel, or even home stays with Lutheran congregations. Besides that, he can customize your travel arrangements to help you with your own special destinations. It’s a great website for you to explore, and all the information is there by which to make contact either by phone, email or skype.
Records and Information

The onsite Deputy Director is responsible for maintaining the MINISTRY LOGBOOK, which contains the statistical records of attendances and offerings for all of our services, as well as the filled in Guest Information entries and other items that may be useful. This information is important for tracking and evaluating our program and planning for its future development. The statistics will further provide valuable documentation for future funding requests that we hope to make from foundations or other organizations.

Final Report

You are expected to submit a Final "After Action" Report to the Director as a means of sharing your experiences and "lessons learned". If there is time to write it up prior to your departure from Wittenberg, that is good. However, it may work better to do so after you are back in the USA and have had some time to digest your time in Wittenberg. Please forward your report either by e-mail or by snail-mail within two weeks of your return to the U.S.

PART 5 --- CLERGY SERVING IN 2012

Necessary Traits for Participating Clergy

• Participating pastors are fellow pilgrims who, by their own experience of walking in Luther's footsteps, develop a sensitivity and responsiveness to the needs of the tourist/pilgrims they serve.

• Participating pastors are Lutheran pastors who are committed to the theology and teaching of Dr. Martin Luther and the Lutheran confessions.

• Participating pastors must be able to connect the Word of the Scriptures and the Reformation emphases of the Gospel to the life of the worshiper, exercising their homiletic and pastoral skills with due enthusiasm and effectiveness.

• Participating pastors must have a thorough command of the English language as spoken in its various pronunciations around the world. A working knowledge of the German language is very helpful, but not required.

• Participating pastors must be physically and mentally fit and able to relate to a broad range of people. Every pastor becomes a "pastor-at-large" to the overall community and must have the physical ability to walk some distances, without the availability of vehicles. Physical problems may prohibit full service.

• Participating pastors must be versatile, flexible, sensitive, and responsive to the needs of both tourist/pilgrims, students, and local residents. They must cooperate with the Deputy Director as well as communicate with local citizens.
### Participating Clergy for 2012

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<tr>
<th>Date Range</th>
<th>Clergy Name</th>
<th>Off.</th>
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<tr>
<td>May 1 – May 15</td>
<td>REV. DR. CARL SACHTLEBEN (Retired)</td>
<td></td>
<td>704-639-1106</td>
<td>704-433-7448</td>
<td><a href="mailto:crsacht@gmail.com">crsacht@gmail.com</a></td>
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<td></td>
<td>16 Pickett Avenue</td>
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<td></td>
<td>Spencer, NC 28159</td>
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<td>May 15 – May 29</td>
<td>REV. NOEL KOSS (Retired)</td>
<td></td>
<td>425-415-1000</td>
<td>206-852-2112</td>
<td><a href="mailto:noelkoss@comcast.net">noelkoss@comcast.net</a></td>
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<td>15326 158th Avenue NE</td>
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<td></td>
<td>Woodinville, WA 98072</td>
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<tr>
<td>May 29 – June 12</td>
<td>REV. MICHAEL RAMMING</td>
<td></td>
<td>804-472-2890</td>
<td>804-456-6554</td>
<td><a href="mailto:pastormikeramming@yahoo.com">pastormikeramming@yahoo.com</a></td>
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<td></td>
<td>Good Shepherd Lutheran Church</td>
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<td>P.O. Box 576</td>
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<td>Callao, VA 22435</td>
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<tr>
<td>June 12 – June 26</td>
<td>REV. DR. ROBERT HECKMANN (Retired)</td>
<td></td>
<td>804-740-3437</td>
<td></td>
<td><a href="mailto:rghmch@verizon.net">rghmch@verizon.net</a></td>
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<td>10402 Brookmont Drive</td>
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<td></td>
<td>Richmond, VA 23233</td>
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<td>June 26 – July 10</td>
<td>REV. NORMAN BERGEN (Retired)</td>
<td></td>
<td>07 3805 1670</td>
<td></td>
<td><a href="mailto:normbergen@yahoo.com.au">normbergen@yahoo.com.au</a></td>
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<td>July 10 – July 24</td>
<td>REV. ROBERT O’BERG</td>
<td>559-229-8581</td>
<td>559-323-6685</td>
<td>559-281-7673</td>
<td><a href="mailto:revrob@tlcfresno.com">revrob@tlcfresno.com</a></td>
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<td>Trinity Lutheran Church</td>
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<tr>
<td>July 24 – Aug 7</td>
<td>REV. MIRIAM BEECHER</td>
<td>770-487-8717</td>
<td></td>
<td>770-314-2273</td>
<td><a href="mailto:pastormiriam@coslutheran.org">pastormiriam@coslutheran.org</a></td>
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<td>Aug 7 – Aug 21</td>
<td>REV. MARK SCOTT</td>
<td>803-944-2751</td>
<td>803-276-3922</td>
<td>803-276-3922</td>
<td><a href="mailto:scomark@gmail.com">scomark@gmail.com</a></td>
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<tr>
<td>Aug 21 – Sept 4</td>
<td>REV. THOMAS KOENIG (Retired)</td>
<td>920-235-3409</td>
<td></td>
<td></td>
<td><a href="mailto:judykoenig@yahoo.com">judykoenig@yahoo.com</a></td>
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location of Saturday evening worship services

May 5    Schlosskirche (Castle Church)
May 12   Stadt Kirche (Town Church)
May 19   Schlosskirche
May 26   Stadt Kirche
June 2   Schlosskirche
June 9   Stadt Kirche
June 16  Schlosskirche
June 23  Stadt Kirche
June 30  Schlosskirche
July 7   Stadt Kirche
July 14  Schlosskirche
July 21  Stadt Kirche
July 28  Schlosskirche
August 4 Stadt Kirche
August 11 Schlosskirche
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*May Jesus, the Lord of the Church, pour out his abundant blessing on your efforts to be an instrument of the Gospel through your service in this ministry, that the people you serve from wherever they come may be led to a deeper appreciation of their faith in Christ and their connection to Luther and the Church and that your personal ministry may be significantly enhanced through this experience.*

*We say with Dr. Luther*

*SOLI DEO GLORIA!*