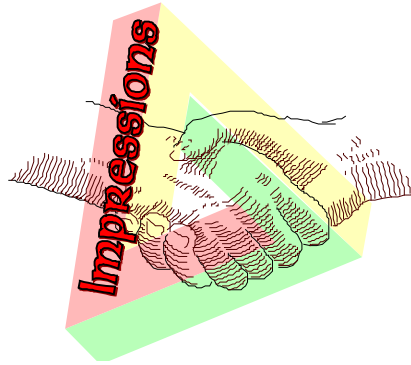


Impressions



Trinity Fellowship Evangelical Free Church
15085 220th Avenue, Big Rapids, Michigan 49307 Tel: 231-796-2600

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Impressions

Impressions



Welcome to the **Impressions** Hosting Ministry! Our humble ministry will live in the blessed hope that all who attend Trinity Fellowship Evangelical Free Church will know our warmth and consider themselves safe during their worship experience. We will naturally embrace the values that our church has adopted to live out our Christian lives. **HEALTHY** is the mascot for

TFEFC, which includes us. Within **Impressions** we will also embrace values that are ministry specific to accomplishing our goals. **Impressions** will be governed solely by the Spirit and grace from God. Our ministry will put Christ-driven Values into motion. **Impressions** is not a ministry of "dos and don'ts," but a ministry of grace from grace.

Since we value safety and comfort, we want to be as effective as possible in accomplishing this. In order to be proficient, we must have the Spirit of God living in us. May we all be diligent in prayer for **Impressions** to be securely integrated into the Trinity Fellowship EFC family of God.

Hopefully you will gain understanding as you read through the **Impressions** Value Book. The Mission Statement is broken down to show our actions steps motivated by our values.

Thank you for your Servant-hood heart!



Impressions Bible Verse:

Whatever you do in word or deed, do all in the name of the Lord Jesus, giving thanks through Him to God the Father. Colossians 3:17

From the Impressions Planning Rocket:

MY/OUR TARGET (NEEDS): People need to be hosted with a sense of warmth and structure in order to have a clear path to Jesus and not develop an indifferent or negative attitude against TFEFC or Christianity. (Anyone who would like to view the entire Planning Rocket may receive a copy.)



Two important themes are applicable in our ministry.

We don't want anyone left behind in the warm hosting that we have to offer.

We are the Life Guards for safety and structure before, during, and after the worship services.

"Life Guards" have specific detailed instructions.



Impressions Mission Statement:

To participate in worship with Spirit-filled warmth and provide a clear path to witness for Jesus Christ.

The Mission Statement is examined piece by piece in the following pages. We are a Ministry that lives out our Values and Mission Statement. We are not a Ministry of rules & regulations.

To participate - We are active in ministry because of our **WORKS** of Service Value. By participating we are following Christ's example, making us a quality **WITNESS**.

Participation begins by connecting with the Deacon of **Impressions** for an orientation of the ministry. This includes a review of our Values, a Ministry Center tour for familiarity, and Emergency Evacuation steps. The orientation is valuable in discerning whether or not **Impressions** is right for you and if you are right for Impressions. Involvement in any ministry should be a win-win-win-win situation. A win for Jesus, a win for the TFEFC body, a win for you, and a win for **Impressions**. After the agreement is made for involvement, a simple profile form is completed. This allows the person who calls for sign up to know your interests. (1st or 2nd Service, phone number, First Aid training, etc.)

Impressions has a dedicated spreadsheet to log in dates for your service. We value knowing who is on call for the current date as well as who is on call in the future. This also allows the Head Ushers, who assist in placement at the service based on needs, to see in advance who is on call and plan accordingly.

Inside the Value of **WORKS** lies the questions:

- For what periods of time should I sign up for service?
- How long should I participate in **Impressions**? (1 yr? 5yrs? 20 yrs?)

We have chosen to fill slots based on quarters (3 months at a time). Even if you might be absent a few Sundays in a given quarter, we ask for this commitment. There are several who are willing to fill in on Sundays that you aren't able to serve. The quarterly sign up is not intended to restrict your time of participation. It allows the sign-up coordinator to fill slots in advance and inform the head ushers about who is on call for an extended period. While there is no length of time that we are required to participate in **Impressions**, we should all consider what ministry God wants us to be a part of if not **Impressions**.

There are many ministry options available at TFEFC. We trust that you have prayed for **WISDOM** in choosing **Impressions**. Please continue prayer throughout your involvement!

Impressions

in worship – In order to be a strong team and a quality **WITNESS** we should value the time we have to be nourished within the fellowship of believers and by the Spirit of God. Participation means that we worship as well as serve. We are blessed at TFEFC with great people in the Worship Team, Pastors, and fellow attendees. We value **WORSHIP** and want to be a regular part of it. This helps to build us up and keep us standing on the **WORD**. We also participate in the worship service through **WORKS** of service. **Impressions** is an important part of safety, comfort, and order for TFEFC.

We value the quality worship time of others, and we also value our own worship time. We value both enough to be participants of each. While there is nothing that says we can't do **Impressions** ministry and worship in the same service, we need to be careful that our hearts are not divided if we choose to do that. If you choose to do **Impressions** and worship in the same service, be careful not to compromise the value of each. If you discover that you are becoming half-hearted in each, something needs to change.

Warnings:

- Don't participate in the worship service because of **Impressions**.
- Don't participate in **Impressions** because of the worship service.

Neither of these temptations embraces our values. While performing our **WORKS** of service we should not compromise our **WORSHIP**. Please use your prayer life and **WISDOM** to discern what you should do.

Since we value the **WORSHIP** time that we spend together we want it to be as distraction free and respectful as possible. We don't want to become "food police," but we choose to keep food and beverages out of the sanctuary during the services. Hopefully people will take notice of the signs. We don't want to become "mean guards," but we do want to maintain a quiet and respectful atmosphere in the hallway and foyer during worship services.

with Spirit-filled warmth – Our success hinges on how well we operate in the Spirit. Since **WARMTH** is a key element in any ministry, we know that **Impressions** is no exception. Be filled with the Spirit!

Many people make their choice of home church based on warmth. If they think they have been treated indifferently it will affect how they feel about TFEFC, and maybe even Christianity. Some things we can do to allow His Spirit to warm us up for ministry are:

- Doing what we can to get good rest the night before, so we can enter His rest for ministry.
- Praying for ourselves and our ministry before we come to service.
- Participating in **Impressions** prayer time before service starts.
- Visiting with other team members prior to service and enjoy fellowship with them.



Pray specifically that the concerns of last week and next week are not on your mind or in your heart. We are hosting two types of people: those who belong to Christ and those who we pray will accept Him. Hopefully God will meet both types in our midst. What an honor! Fill us with **WARMTH**, Father!

and provide a clear path to witness – Ultimately our desire is for people to accept and grow in the grace of our Lord Jesus Christ. Our **WORKS** of service help to accomplish that by maintaining order and safety. We integrate the mission statement of Trinity Fellowship EFC into our mission.

We provide a clear path by:

- Taking healthy action steps to insure our **WARMTH**. When people are greeted and seated comfortably they have few distractions. In fact our warmth can actually relieve people of any distractions or tension they might have had before they came. Then they feel warm!
- Not making the dangerous assumption that everyone who attends has accepted Jesus in their life as Lord and Savior. We use **WARMTH, WISDOM, and WITNESS** to help lead them to Him.
- Helping people seat comfortably. This contributes to an orderly flow during the services. Quite often people will have a seating preference. We should do all we can to accommodate them. We also do what we can to accommodate families. We reserve the back rows as **optional** seating for families with infants or small children in order to allow them to step out with a child if needed.
- Being an *on-post* and *on-call* ministry. We are in a defined place for the duration of our duty. This benefits the body of TFEFC by providing people who are in position in case of an emergency. If the need to evacuate all or part of the building arises, we are in good position to act according. Attendees are less likely to be distracted by any worry concerning safety. This also applies to any First Aid needs.
- Embracing the **WARMTH** of TFEFC. We want people to know we can be trusted in all situations, especially the times when we interact with their children. **We highly encourage all team members to be Caring For Kids cleared.** This is a reference and background check that protects us as well as making TFEFC know that we are competent. Character, Courage, and Competence are important attributes of **Impressions**.
- Being examples of a good **WITNESS**. When people see ministry works in our life they are more likely to accept Jesus as Savior and witness for Him.
- Valuing the example of good appearance as we **WITNESS** for Jesus. There is no dress code or uniform for Impressions. We trust that all team members value cleanliness and neatness.
- Radiating the values of **WARMTH** and **WITNESS**. We want to make sure that everybody gets the same prompt treatment. An **Impressions** team member that is not on call when people start showing up compromises these Values. Normally people start coming about 30 minutes before the service and are still arriving about 10-15 minutes after the service has started. Use your **WISDOM** in arrival and departure times.

for Jesus Christ - He is the only reason we participate, and it's only through Him that we are able to participate. May we constantly stay focused on the cross. Remain healthy by standing firm on the **WORD**. The question isn't "*What* motivates us?" but "*Who* motivates us?"

We embrace God's Word in our personal life and His **WORD** while carrying out our mission. We operate solely out of gratitude for what God has done for us through the Word who became flesh, our Lord Jesus, who is the Christ.

Revelation 22:21 The grace of the Lord Jesus be with God's people. **Amen.**

Impressions is Blessed.....

1. As a ministry with Christ as the head.
 - Even though we have different occupations and hobbies, Jesus brings us together as one.
2. With other reliable ministries who are equipped to receive the baton.
 - The child care ministry is always on call to help children to nurseries & classes.
 - The worship team is Spirit-filled in praising God.
 - Our pastors cling to the Word for guidance in sermons.
 - The engagement ministry is communicating with people concerning ministry connections.
 - The Care Shepherding ministry keeps in touch with people.
 - The Life Guards maintain safety and structure.
3. With reliable **Impressions** people who are equipped to receive the baton.
 - We have loving, caring, warm people in the greeting and ushering positions.
 - Let's all rejoice that Christ has put His warmth in us!
4. Without the duty of offering plates, so we are free to serve people warmly and allow God to direct people when to tithe.
 - We are free in Christ to help others accept and grow in Christ.
 - Our warmth helps eradicate any distractions of life, enabling them to embrace the covenant community of believers and the Word taught to them.
 - Newcomers feel more relaxed.
5. With those who personally present themselves in an individual but pleasing manner.
6. With leadership that challenges us to look ahead, anticipate the challenges we face and then to plan and implement solutions to those challenges. Some challenges, which are blessings, are:
 - Increased attendance.
 - Assisting people who need directions.
 - Assisting people who are not yet believers or new believers.
 - Keeping an orderly flow in a larger church.
 - Evacuation in case of emergency.
7. With the Planning Rocket tool for ministry vision & accountability.
8. With Christ-driven values:
 - WORD, WISDOM, WARMTH, WITNESS, WORKS and WORSHIP.
 - We live by embracing values, not by making and falling short of rules.
9. With Romans chapter 8.
10. With humble, God-fearing pastors and elders
11. With a comfortable facility in a prime location.
12. With abundant treats for fellowship time. The food helps keep us in fellowship, allowing us time to visit and share testimonies.
13. Financially.
14. With a ministry that is flexible with our other obligations and weekend schedules.
15. With quality office staff who prepare sermon flyers and announcement sheets.
16. With our church name. We worship one triune God, the **Trinity**, and enjoy the covenant community companionship, **Fellowship**, that He grants us.
17. With our ministry name!
 - Quality impressions, whether for the first, second, third time or more, make an impact.
 - Warm impressions last forever.
18. With freedom in Christ. We embrace and apply TFEFC values and trust God to guide us with His Wisdom.
19. As a team, within teams, within **The Team**.
 - **Impressions** team
 - Local Trinity Fellowship Evangelical Free Church team
 - The entire Evangelical Free Church team
 - **THE Team**, Team Jesus!

Impressions

Process and Procedures

1. Recruiting in **Impressions**

We should always be on the lookout for those who are gifted in the area of WARMTH and WORKS of Service that might be interested in **Impressions**. While it is not out of line to ask someone to consider joining the team, recruiting is best outside of the worship service. If someone wishes to know more about the ministry, please direct them to the Deacon for a visit and orientation. As our body grows we will need to grow. Please be on the lookout for people to join us.

2. Joining **Impressions**

Applicants meet with the Deacon for an orientation. There is a review the values of Trinity Fellowship and **Impressions** as well as of building and emergency responses.

3. Leaving **Impressions**.

In event that you are called to depart from the ministry, it is proper and courteous that you interview with the Deacon and explain the general reason for your departure. It would not be responsible for departure based on bitterness or any unbiblical reason. Even if the situation is uncomfortable it requires a confidential meeting with the Deacon to explain your actions. Hopefully a departure is to fulfill a calling in another ministry area and not because of being exasperated by any aspect of the ministry.

4. Facilitating Trinity Fellowship Special Occasions

On certain celebration days, such as Easter and Christmas, there will be a need for **Impressions** hosting. There is a separate contact and sign up sheet designated for such events. The dates and times will be made known to team members so we can participate if able.

5. Expressing Concerns

Whenever people serve together on a regular basis, some friction is likely to occur from time to time. Since we value WARMTH and WITNESS, we should not let *any* anger or bitterness take root in our heart. If something ever disturbs you, please bring it to the attention of the party involved. Use your judgment. If you think it's an issue that needs to be brought to the attention of the Deacon of **Impressions**, please don't hesitate. If there is ANY question at all the issue needs to be brought to the attention of the Deacon.

6. Presenting Ourselves for a Good Impression

Welcome others with a sincere greeting and pleasing attire. In doing so, we will be exuding WARMTH and not embarrassing others or ourselves.

7. Standing on the WORD

Our impressions go beyond the realm of **Impressions** at Trinity Fellowship. As we stand on the WORD, may we all keep a close watch on our life and our doctrine. *(1 Timothy 4:16)*

8. Having Fun!

Even though **Impressions** is WORKS of Service, we don't want it to be labeled as a "chore". We participate because we value "putting off the old," and "putting on the new." What makes **Impressions** a joy is the renewing of our mind. Let's all pray for each other that we live out **Impressions** with a joyful song of salvation. Our position with God through Jesus is righteous! We have such a blessed opportunity. We get to see all the faces that God brings to Trinity Fellowship. We are privileged to see that no one gets left behind as a warm greeting is extended and a quality worship time is made available. Let's walk together in His spirit to hear, "Well done good and faithful servant!" Let's walk boldly because of His promise that He will be with us to the end of the age. Amen!

Impressions

Ministry Descriptions

Head Usher

- Work in cooperation with the Impressions deacon.
- Be near the doors entering the sanctuary no less than 30 minutes prior to service time.
- Give direction to the ushers and greeters.
- Assist with ushering and seating as needed.
- Work in cooperation with the life guard.
- Handle disruptive situations that hinder worship during the service.
- Count those in attendance in the main sanctuary as well as in classes throughout the building, and fill out the attendance sheet.
- Watch for those needing assistance.
- Be on call for those needing assistance.

Ushers

- Report to the head usher for post position.
- Be at the doors entering the sanctuary from the hallway to hand out sermon fliers before the service and announcement sheets after the service.
- Be on call in a timely fashion to accommodate attendees. Be on post no less than thirty minutes prior to service time. Check in with the head usher and learn who the other team members are for that day.
- Assist attendees in getting seated.

Greeters

- Report to the head usher for post position. The main entrance is the one that faces east. This and the south entrance are the ones that need coverage.
- Cover the entrances and greet with Spirit-filled smiling faces.
- Be on call in a timely fashion to accommodate attendees. Be on post no less than thirty minutes prior to service time. Check in with the head usher and learn who the other team members are for that day.

Life Guard

- Be posted at the intersection of the north-south and east-west hallways, but check the hallways during the church service.
- Be watching for those needing assistance.
- Be on call for those needing assistance along with the head usher.
- Check on the nurseries and children's ministry classes.
- Assist if first aid is needed.

Information Host

- Be on call at the information desk before and after the services.
- Assist those who come for information on ministry contacts and questions about Trinity Fellowship.
- Be familiar with ministry leaders and where to get information.

Sunday Fellowship Cart Set Up and Tear Down Person(s)

- Arrive around 7:30 – 8:00 a.m. to get water pots prepared and brewing. One large pot on a cart will be coffee. The other will be for hot water. A laminated diagram of the set up is in each cart.
- Take the carts to the kitchen just after the start of the second service. There is a sink for use of cart clean up. The pots need to be emptied and rinsed. All items on the cart need to be stored in the cart shelves.

Impressions & Kid Connect

Integration with Children's Ministry

At Trinity Fellowship we take the safety and security of your children very seriously. Each Ministry has specific positions and assignments. We want you to know that you and your children are **completely** safe at TFEFC. Please contact us with any questions or concerns.

Brief definitions:

1. The great people in the children's ministry see to the immediate needs and teaching of the children.
2. The ushers and greeters provide warmth and assistance to all who attend TFEFC.
3. The information host assists in guidance of ministry and direction at TFEFC.
4. The Life Guard monitors halls throughout the entirety of the services.
 - While children are watched and taught during Nursery and Sunday School, the Life Guard is on patrol in the hallways.
 - The Life Guard will go to the children's area in case of any emergency or disruption.
 - The Life Guard allows NO ONE who does not belong in the children's area to enter.
 - This ministry surrounds and secures the area around the children and sanctuary (Multi-Purpose Room).
 - The Life Guards, and most **Impressions** team members, are "Caring for Kids" cleared. Feel free to inquire about this procedure for security.



We hope your experience at Trinity Fellowship is distraction-free and Spirit-filled. We hope you will participate in our Mission to have integrated ministry that win and grow disciples who show allegiance to Jesus Christ.

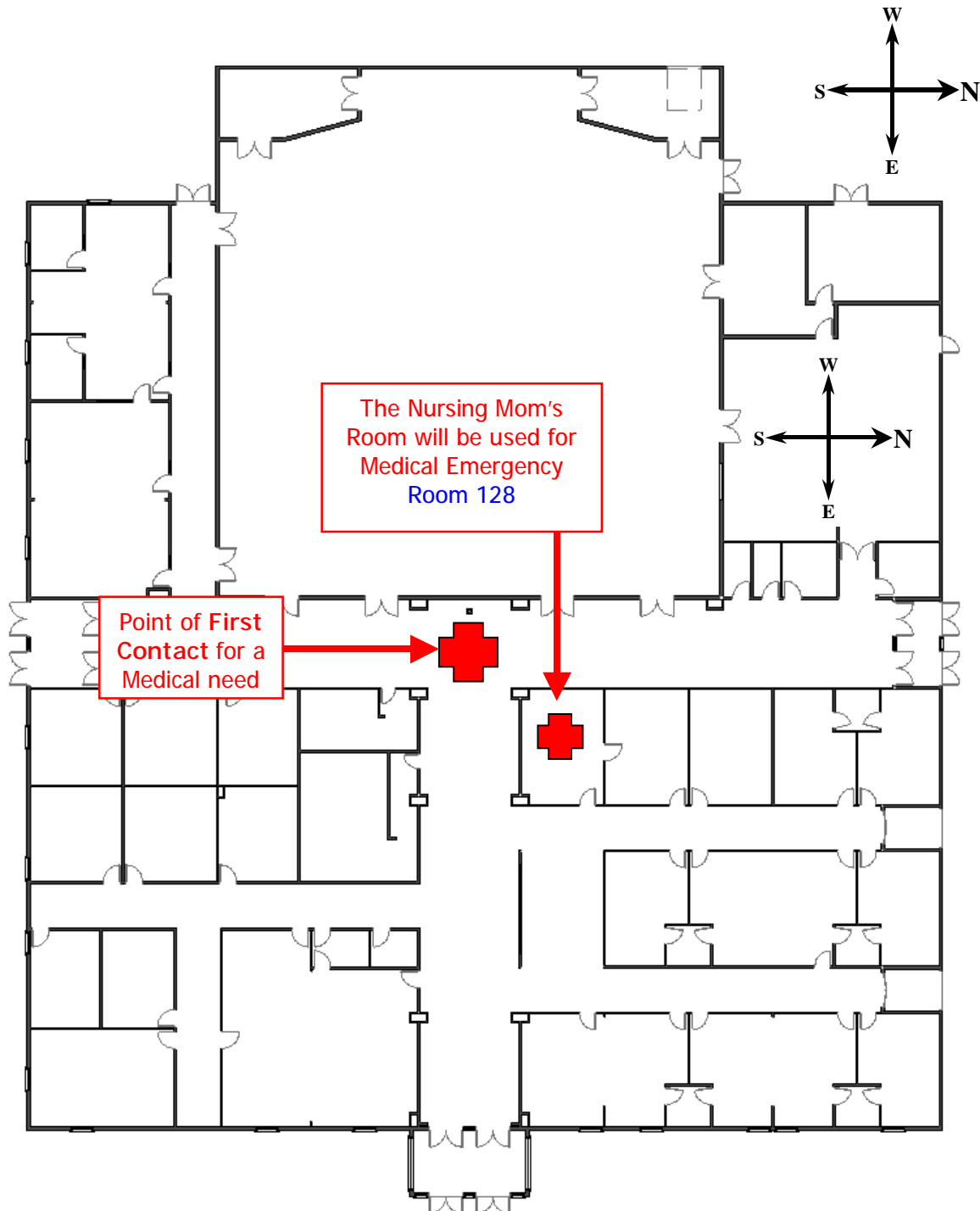
Impressions Emergency – First Aid



- Note the middle of the building. This is the point of first contact for an emergency.
- Regardless of the need, make sure you go to this point.
- If it is just a band-aid need, or something more serious, this is where we need to start.
- The nursing mom's room will be used for an injury or illness. Medical supplies are in there.
- Ask someone to contact the Deacon and Head Usher of **Impressions**.

Some Tips:

- Ø Be familiar with those in our congregation that are doctors or EMT trained.
- Ø Be familiar with the building layout so you know how to get where you are going quickly.

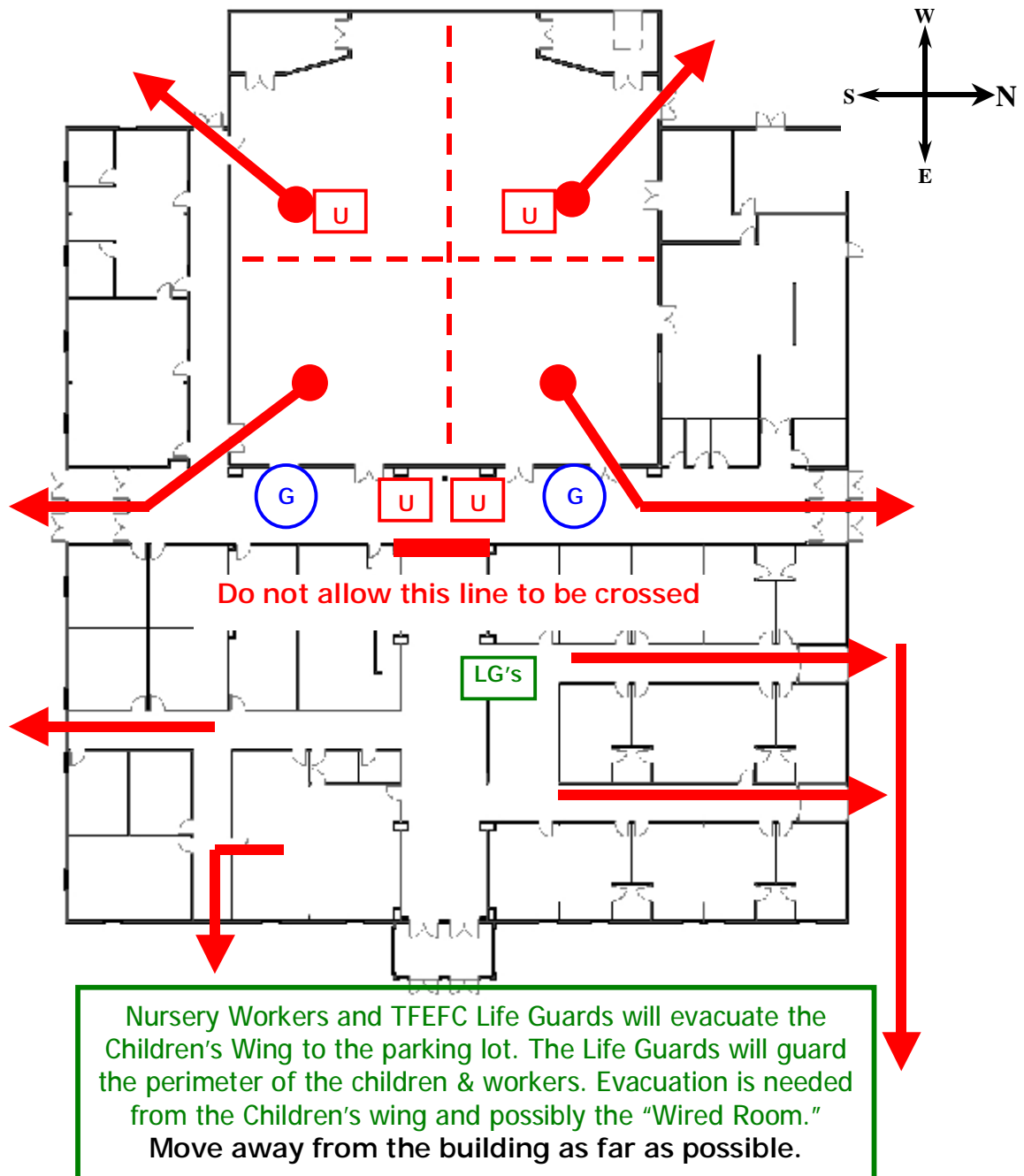


Impressions Emergency – Evacuation Procedure



In case of emergency:

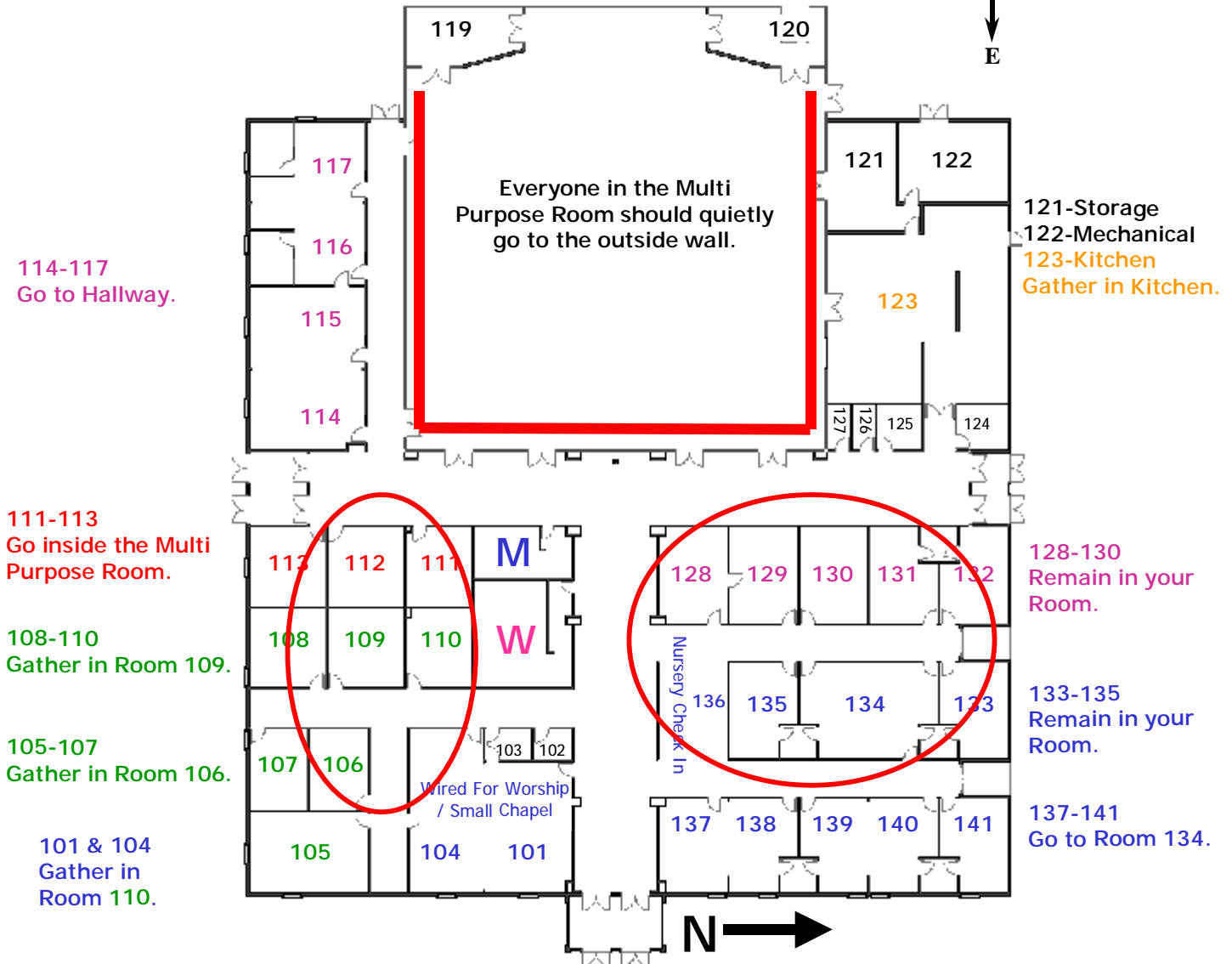
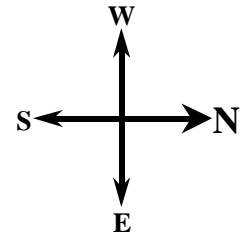
- Please note the **DO NOT CROSS** line in the middle. People are not allowed to go to the Nursery / Child Care Area.
 - The **ONLY** exception is that ALL Life Guards will be going to the Child Care Area to assist them.
 - **ALL Impressions** team members are on call for duty.
 - If you are not on duty for that day, assist the usher in the area you are in.
 - All people need be advised to go to the furthest point of the parking lot / driveway.
- Ø The **Ushers** on duty will go to the posts defined below to lead people to the appropriate exit.
- Ø The **Greeters** will go to the posts defined below to direct traffic.
- Ø The **Life Guards** will go to the area leading to the Child Care Area for assistance.



Impressions Emergency – Threatening Weather

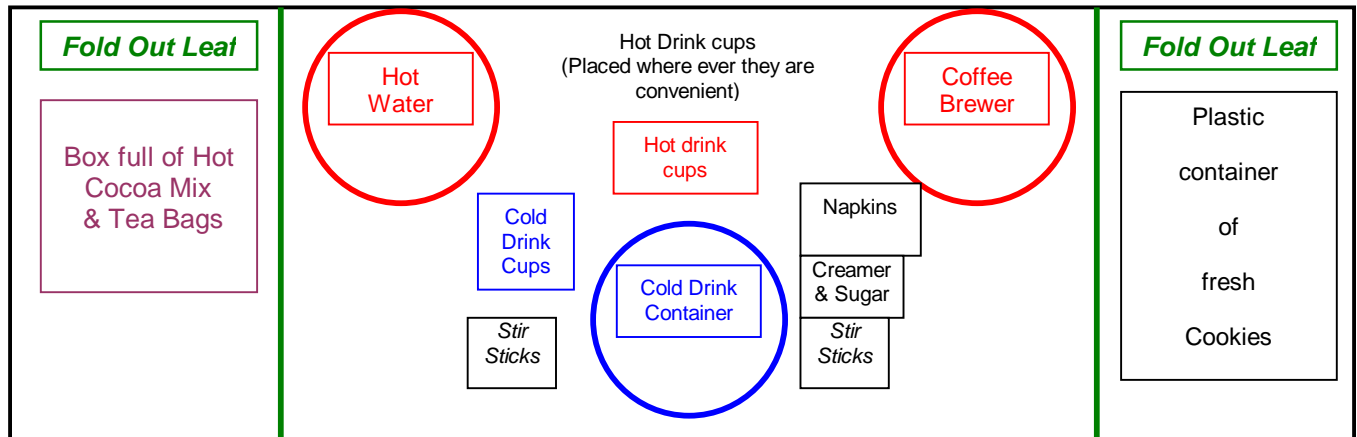


Be familiar with your location.
Gather to rooms without glass.
Gather as close to a wall as you can in a sitting position and cover your head. You will be notified if you need to take action and when the threat has passed.



Fellowship Carts

The Hot Water container and Coffee container are on the main part, **not the Fold Out Leaf**.



Fellowship Cart set-up diagram

Naturally you may arrange things as you wish. The only part that is critical is that the Hot Water pots stay on the Main Structure. This is for safety reasons. (*Hot pots not on the fold out leaves*)

- ⊘ For Coffee, make a full pot, using 6 packets for brewing.
- ⊘ The plastic tubs of cookies will go on the wings or **Fold Out Leaf** of the cart. They fold out and the support below them holds them up.
- ⊘ To make coffee use 6 packets per 100 cups, or 3 packets for 50 cups.
- ⊘ The Hot Water / Coffee post should be prepared **no later than 8:00am**. This will hopefully give the folks coming to Worship Service a “Home Church” feeling.
- ⊘ There is a rubber-backed piece of carpet that should go in front of the cart for spill protection.
- ⊘ There is a Trinity Fellowship banner to go across the front for appearance and supply privacy. (There are hooks under the table top to hook the banner to)
- ⊘ **IMPORTANT NOTE:** You **MUST** taste test the cookies.....so that you are **VERY** credible when you share with others that they are scrumptious!

We are blessed with the ability to have coffee and cookies to enjoy. Having a cup of coffee is a good time to visit with others and get to know them. The reason for the Fellowship Carts is to promote Kingdom Work in our body. Because people fellowship the Kingdom of God moves forward!

Impressions

Trinity Fellowship Evangelical Free Church – Core Values



	<i>Sees the Importance / Need for the Value</i>	<i>Does the Occasional Action Step to Live out the Value</i>	<i>Begins the Integration of the Value by Consistently Being Involved</i>	<i>Self-initiates a Personal, Daily Integration of the Value</i>	<i>Multiplies the Value by Modeling and Teaching Others</i>
<p>WORD</p> <p>Knows God through the applied Word under the direction and empowerment of the Holy Spirit.</p>	Has an awareness of the value of God's Word and wants to know how the Bible applies to particular situations in their life.	Is under the teaching ministry of others, willing to consider and choose applications to their own life.	Consistently reads the Bible, willing to study the Bible with others, learning how to correctly interpret the Scriptures and how to avoid heretical detours.	Self-initiates aggressive study of the Bible, able to explain and defend a basic biblical theology, maintains a tender-heart that asks the Spirit to help welcome the truth into their lives.	Is able and willing to teach others the foundational truths of the Bible and how to become someone with the skills and passion needed to integrate the Word into their daily lives.
<p>WORSHIP</p> <p>Manifests a lifestyle of worship and prayer based on the close daily communion with God.</p>	Values congregational worship enough to be a regular attendee. Prays several times a week.	Understands that worship is for God and reflects upon the greatest commandment of loving God with all our being.	An active participant in congregational worship. Has a growing sense of the awesomeness of God. Growing in their sense of gratitude towards God.	Lives a lifestyle of prayer and worship. Daily focused prayer times supplement a continual sense of worship and prayer in moment-by-moment communion with God.	Is able to lead others into a lifestyle of worship and prayer through example, teaching, and mentoring.
<p>WARMTH</p> <p>Engages in meaningful life-on-life relationships that reflect the love of God and leave people impacted and changed.</p>	Has an awareness of the importance of relationships, sees the need for intentionally developing such life-changing connections, and is developing a hunger for such fellowship.	Occasionally has involvement with others but usually at a more superficial level. May desire more but unsure of how to proceed.	Has regular life-on-life interactions with other Christians, enough so that any crisis in their life would not have to be met alone.	Initiates life-on-life relationships, seeing themselves as a "Life Guard" by looking for others who need a point of meaningful connection.	Able to develop and enhance a culture of warmth by modeling it, teaching the principles behind it, praying for it, and encouraging it in others. Formally or informally mentors others along the spectrum of warmth.
<p>WITNESS</p> <p>Lives under the commission of Christ to win and grow disciples, integrating outreach into all aspects of life.</p>	Values the need to share the Good News of Jesus with those not yet in the Kingdom of God. Rejoices when they hear of others reaching out in witness.	Prays regularly for opportunities to be a witness. Takes advantage of larger group "Harvest Opportunities" by inviting others to join them. Knows how to share a basic personal testimony.	Is able to share data points of the Gospel. Actively engages our culture by turning conversations with friends and acquaintances to spiritual things.	Is able to make a reasoned defense of the Gospel, handling objections and roadblocks to faith with gentleness and respect.	Equips others to share the faith and models integrated out reach as a lifestyle. Teaches others how to share and defend the Gospel.
<p>WORKS</p> <p>Serves the building up of the Body of Christ through their spiritual gifting & passion.</p>	Understands that personal service is normative in the Kingdom, recognizes that spiritual gifts exist and wants to know theirs.	Willing to serve others when asked to do so, involvement is usually on a short-term basis and is not necessarily related to their gifting.	Consistently serves others, becoming more aware of the calling of God through their spiritual gifts and passions.	Seeks out serving others based on an optimal deployment of their spiritual gifts, passions and resources. May be in a leadership roll.	Able to release others to serve in the Body of Christ by providing multiplying leadership that encourages others and equips them for the work of ministry.
<p>WISDOM</p> <p>Manages the full resources of time, money, and energy entrusted to them by God, under the Lordship of Jesus.</p>	Has a basic respect and reverence for God ("the fear of the Lord") that breeds a sense of accountability for all aspects of their lives.	Beginning to make specific changes in their use of their resources. Practical, measurable faith steps are being initiated.	Has come to the place of surrender and submission to God. Actively seeking the Lordship of Christ in all areas. Open to the occasional review of their allocation of what has been entrusted to them.	Lives out the Christian disciplines. Uses appropriate tools and relationships of accountability to help integrate biblical stewardship of all things.	Mentors others regularly in keeping in step with the Spirit. Effectively passes on tools that help develop self-control and self-discipline. Models an integrated life of stewardship.

