



VILLAGE VOICES



STRAIGHT FROM THE HART

By Rev. Dr. Robert Hartwell



The Importance of Prayer

One of the first new things our church did when COVID-19 closed our world down was to start a Prayer Conference Call. It was weekly at first and became a monthly opportunity as the pandemic lingered. It was a rather "low-tech" way to bring our isolated community together. Remember how we all felt when life stopped? It was so reassuring to be with fellow Christians, even on a phone line, as we joined together to present our feelings of helplessness before a loving God.

Although we have done different liturgies, we basically use the service of Compline, an ancient liturgy of prayer that Christians have prayed for centuries. We have a devotional thought, share announcements, and pray for those on our prayer list by name as we present our needs to God's grace. The prayer list has become very personal for me, as I have prayed for those closest to me including my brother, Benjamin, during a time of sickness and as I have mourned the deaths of several loved ones, including my own dear father, Robert or "Bob" as he was lovingly known, who died last February.

Eventually we will go back to a new normal. I am beginning to collect and hold dear the *good* that the pandemic has brought to my life. One blessing, both personally and for our congregation, has been a renewed emphasis on prayer. God always answers prayers. He responds, "yes," "no," or "grow." The greatest blessing that comes from prayer is not always the answer that God gives. The blessing is the absolute feeling of God's comfort and strength as we take our anxieties and fears, our sorrows and sins, our needs and desires, and turn them over to someone greater—to the one who loved us so much that He sent His dear son Jesus to save us from sin and death. I hope that this renewed joy in prayer is not just a COVID-19 reaction but a corporate core value that motivates and moves us forward. A thought about our Prayer Conference Call that is straight from the Hart.

Thank you to Minister of Music, Deb Reiss, who has been the Prayer Conference Call's faithful co-officiant. Our next call will be held on Tuesday 4/26 at 6:00 p.m.

SPRING WORSHIP SCHEDULE

- Saturdays at 5:30 p.m.
- Sundays at 9 a.m. and 10:45 a.m.
- For those who can't join us in-person, live stream worship at VLC-NY.org. or on Facebook Live.
- There is no Prayer Conference Call in March. Join us for Lenten Evening Prayer on Wednesdays at 7:30 p.m.

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BIBLE STUDY/PRAYER OPPORTUNITIES

WOMEN'S BIBLE STUDY/ LWML

3rd Saturday of the month

9:00 – 10:30 a.m.

Join us as we study three examples of faith when Jesus returns from Samaria to Jerusalem to begin His ministry in Galilee. Please join us Saturday 3/19 at 9 a.m. in the Friendship Room. Coffee and tea will be available. Please bring your Bible, your prayer requests and a breakfast item to share. If you can't attend in person, please join us via Zoom using the login in information below. Please read John 4:43-54, Luke 4:14-30 and 5:1-11 in preparation for the meeting. There will be an update on the Atlantic District LWML Convention scheduled for 4/30-5/1.

Due to the current circumstances with the COVID-19 variants, all participants that attend in person are asked to wear masks except while eating, even if vaccinated. If you have any questions please contact Deacon Wendy at 914-391-9356 or Terry Vidal at terry.n.vidal@gmail.com.

Login Link: <https://zoom.us/j/5013757293>

There is no password.

The telephone number is **929-205-6099** - when asked for the Meeting ID Number please use 501 375 7293

ADULT BIBLE STUDY

Wednesdays 10:45 a.m. – 12:00 p.m.

Having spent most of February on background information, we will continue this month with an in-depth study of Philippians. On Ash Wednesday, we will have class but will end 15 minutes early in order to prepare for worship.



THE SATURDAY SERVICE IS BACK!

Beginning 3/5, we will resume our Saturday evening service at 5:30 p.m. This quiet, comfortable worship time continues through June.

PRAYER CONFERENCE CALL

Brief prayer service by phone



Just dial
(1) 732-434-3982

LAST TUESDAY OF THE
MONTH at 6:00 p.m.

April 26
May 31



ASH WEDNESDAY & LENTEN WORSHIP

Ash Wednesday and the beginning of the Lenten season is on 3/2. We will offer services of ashes and Holy Communion at 12:00 noon and 7:30 p.m., followed by midweek Lenten services on Wednesdays at 7:30 p.m. See the enclosed insert for a complete schedule of Lent and Holy Week services.

WEDNESDAY NIGHT LENTEN SERVICES

Wednesdays at 7:30 p.m. during Lent. This year will feature "Lenten Midweek Monologues from Famous Biblical Characters."

3/9 Peter's Mother in Law (Mark 1:29-34, Matthew 8:14-17, Luke 4:38-41)

3/16 Mary Magdalene (Luke 8:1-3, John 19:25, John 20:1-18, Matthew 27:55-28:10, Mark 15:40-16:11, Luke 24:1-11)

3/23 Thomas (John 20:19-29, John 11:7-16, John 14:1-7)

3/30 Martha (Luke 10:38-42, John 11:1-44, John 12:1-8)

4/6 Lazarus (John 11, John 12:1-11)

OUTREACH OPPORTUNITIES

Lend A Helping Hand With Love



THE MOUNT VERNON SOUP KITCHEN:

We will be providing the entire meal on the **third** Wednesday of each month. Our next date is 3/16. Please sign up on

Signup Genius in advance at <https://tinyurl.com/Cooking2021>. Choose your volunteer date and food item and then pick up an aluminum tray (from the back of the church or Reception Area), prepare the food at home, and drop off at church between 12:00 and 1:00 p.m. on the assigned day. To volunteer or get more information, please contact Nelly Palumbo at 347-538-2909 or NPalumbo@TheChapelSchool.org.

"CATCH A LIFT" is an initiative at VLC/TCS that offers free rides to church worship through **The Bronxville Taxi Company (1 Depot Plaza, Bronxville, NY 10708; 914-337-8311)**. Participants can simply stop by the Taxi Company at the Bronxville Train Station or call and arrange a lift to church. **Tell the dispatcher or taxi driver that this is a Village Lutheran Church "Catch a Lift" ride and there is no cost.** The cost of "Catch a Lift" is covered by the grant directed by a generous church family.



Village Lutheran Church & The Chapel School

BLOOD DRIVE

Give the gift of life.



172 White Plains Rd.
Bronxville, NY
10708

Multi-Purpose
Room

Schedule an Appointment:
kzwsdak@thechapelschool.org or 914-337-0207 x 1040

SATURDAY, April 2nd

Join us to give back to the community in a truly life changing way since each donation collected can save up to three lives. Kim Zwisdak is leading the blood drive and is available to answer any questions.

(914) 337-0207 x 1040

kzwsdak@thechapelschool.org

PRAYER SHAWL MINISTRY:



Prayer Shawls are hand made and bring solace to anyone that has been injured, or is recovering from surgery. A prayer shawl brings cheer to the recipient because it lets them know they are remembered in prayer. If you know someone who could use the comfort and warmth a prayer shawl provides, please contact Kim Rapillo at 914-337-0207 x1003 or KRapillo@VLC-NY.org.



ECAP: Collection of non-perishable food items is an ongoing outreach ministry. You can join in the effort by picking up non-perishable items while you do your own shopping (look for sales!) and bringing them to the church. There are Blessing Baskets located in the Friendship Room under the piano, or you may leave food donations with the receptionist during the week. Food insecurity remains a serious issue, and every little bit helps. Thank you!



CALLING FOR VOLUNTEERS

Volunteers Needed to bring collected food from Blessing Basket in Friendship Room at Village Lutheran Church to ECAP (42 Main Street, Tuckahoe, NY 10707).

Do you want to:

- ⊙ Help feed the hungry and food insecure?
- ⊙ Do a good deed?
- ⊙ Complete service requirements for school or programs?
- ⊙ Help out Pastor Hartwell?
- ⊙ Or just like signing up for things?

Sign-up for this once-a-week volunteer service.

MUST HAVE CAR AND BE ABLE TO LIFT GROCERY BAGS AND BE ABLE TO PICK UP FROM CHURCH AND DELIVER BETWEEN 9 AND 4:30 PM ANY WEEKDAY.

Sign up for your week or weeks.

Only one trip to ECAP per week.

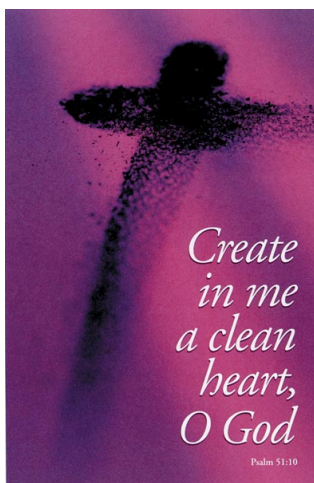
Sign up: <https://tinyurl.com/BlessingBasket>

Contact Kim Rapillo in the Church Office for details at 914-337-0207 (1003) or KRAPILLO@VLC-NY.ORG



FOCUS ON WORSHIP

By Deborah Reiss



It is time to begin another Lenten journey, and so the canticle that comes jumping into my consciousness is **"Create in Me"** from Psalm 51 (LSB Hymn 956). Some of you may remember that I wrote a devotion on this topic a few years ago, while we were looking at Psalms in our Wednesday Bible Study. I thought I should come up with a different text, but another approach to these words began to form.

There is a dual nature to the prayers in this canticle. On the one hand, *"Create in me a clean heart"* is about letting go of the past that is so troublesome. Then by the last lines, *"Restore unto me the joy of Thy salvation and uphold me with Thy free spirit,"* we are looking forward to the promise of what lies before us. This strikes me as what we need to do during Lent, as there is a gentle tension between realizing our sinfulness and embracing the forgiveness that God freely offers.

Getting clean is generally a daily process. Some people like to take a bath or a shower at night before they go to bed. It seems that children usually follow this schedule, having gotten pretty gunked up during the day. It can also be relaxing and make you feel that you have finished with the day's ups and downs. I am actually among those who prefer to shower in the morning. While I can appreciate the idea of going to bed nice and clean, the morning shower is where I transition from sleep into wakefulness and get myself ready to go. It is stimulating and helps me feel that a new day has begun. No matter which style suits you, the goal is to get rid of whatever "dirt" was clinging to you and start out fresh again.

So it is with our spiritual life. If we try to avoid our sinfulness, it is as if we are either wallowing in the dirt or have no place to clean up. Sin clings to our thoughts until it is washed away. The washing comes when we stop, admit that we have sinned, and ask God to forgive us. That allows us to experience the joy that comes from being close to God. If we run away from God, as Adam and Eve tried to do, we lose our connection to the source of life. If we turn towards God, as David did even though he felt anguish and suffered consequences for his sin, we are restored to wholeness. It makes us ready to start a new day, clean and fresh, open to wherever the Holy Spirit leads us.

If you receive the sign of ashes on your body this year, take a moment to enjoy the time when you can wash them off and remember that you are forgiven and restored.

VLC MUSIC MINISTRY

Youth Choir: Thursdays 7:00–7:30 p.m.

Chancel Choir: Thursdays 7:30–8:30 p.m.

Village Belles: Wednesdays 6:30–7:30 p.m.

High School Choir: Sundays 10:15–10:45 a.m.

Chancel Choir and Village Belles will be participating in the 7:30 p.m. service on Ash Wednesday 3/2. We are pleased to have The Chapel School Select Choir sing on Lutheran Schools Sunday 3/6, when our church choirs will be off. For specific information on service dates in March, please check the weekly bulletin or contact the directors.

For more information, contact

Deb Reiss: 914-337-0207, x1018 or DReiss@VLC-NY.org

George Heath: 914-337-0207, x1012 or GHeath@VLC-NY.org



VLC YOUTH

VOYAGERS Grades 3-6

We will meet on Thursdays 3/3, 3/10 and 3/24 from 6:00-7:00 p.m. At this time, masks must be worn in the building. Voyagers is open to any student in grades 3-6, and friends are always welcome. We meet three times per month. At the end of the meeting, Youth going to choir will be dropped off there and everyone else will be escorted to the school doors and dismissed to their cars. If you have any questions, please email Erika Schultz at tyandbash@aol.com.



First Communion Instruction will be offered once again during Lent. Open to any youth in 5th grade or older plus one parent or guardian. Classes will be held on Wednesdays **3/9, 3/16, 3/23 and 3/30** from 6:00-7:00 p.m. There will be a lock-in on Friday 4/1, and a special First Communion service on Sunday 4/3 at 10:45 a.m. For more information, or to register your child, please contact the church office at 914-337-0207 x1003 or KRapillo@VLC-NY.org.

LIFERS Grades 7-8

Confirmation classes are held Thursday evenings at 6 p.m. and taught by Sarah Nunes (snunes@vlc-ny.org).

CRUSADERS Grades 9-12

Donuts & Discussion will meet the following Sundays: 3/6, 3/13, 3/20 and 3/27.

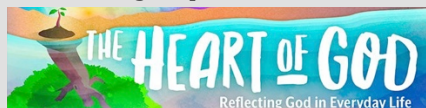
Last call for the National Youth gathering! Any high school students (16 years old entering 9th grade to 18 years old) are welcome to join the Crusaders in Houston, Texas in July 2022! Our theme this year is ***In All Things***. If you have any questions, please contact Amy Heath at 914-439-3839 or amyheath1023@gmail.com.



Tag Sale: "One person's junk is another person's treasure!" Save your "junk" for the youth-sponsored tag sale in May. More details to follow! If you have any questions please call or email Amy Heath (914) 439-3839 or amyheath1023@gmail.com.

Silver Lake Camp and Retreat Center (a Christian ministry in Sharon, CT) is hiring summer staff. Must be at least 16 years old; other age requirements apply for specific positions. Find out more at www.SilverLakeCT.org/Employment. The sleep away summer camp brochure is also available at the Youth Board in the MPR or at www.SilverLakeCT.org.

Please join us for Sunday School during the 9 a.m. service where children from 3-years-old to 6th grade are invited into small group classes to learn more about Jesus' love for them. We are working with church and community safety guidelines to make sure that we can be together and also keep everyone healthy and safe. For more information, feel free to contact Sunday School Superintendent Sarah Gleason at ChrisnySarah@Netscape.net.



VLC FELLOWSHIP



Please join the VLC Seniors on Tuesday 3/8 for another delicious luncheon at noon in the Multi-purpose room. Following the luncheon there will be an instructor-led Tai Chi exercise class. Wear comfortable clothes & shoes. Please RSVP by calling the church office at 914-337-0207 x1003. Please invite your friends for a lovely afternoon. *All attendees must have completed vaccinations and boosters.*



Coffee Hour hosts are needed. This is only possible with the help of volunteers like you. Please consider hosting this beloved weekly event. For more information or to sign up contact Nelly Palumbo at NPalumbo@TheChapelSchool.org.

THE CHAPEL SCHOOL NEWS

By Principal Michael Schultz

Lutheran Schools Week - 3/6 to 3/11



For in him all things were created: things in heaven and on earth, visible and invisible, whether thrones or powers or rulers or authorities; all things have been created through him and for him. He is before all things, and in him all things hold together. (Colossians 1:16-17)

Sunday 3/6 - Praise in All Things

Let everything that has breath praise the Lord. (Psalms 150:6)



Congrats Dr. Laura Labenberg ... 2022 Chapel School Award Honoree! Dr. Labenberg is the Executive Director of the Lutheran Schools Association, who has been a tremendous asset to The Chapel School and all member schools in the metropolitan area. She has been our voice with the NYS Department of Education and School Office of

Religious and Independent Schools, helping us to navigate the ongoing pandemic and all other updates and guidelines from Albany. We are honored to present her with the 2022 Chapel School Award on Lutheran Schools Sunday (3/6), when she will also be our guest speaker! Thank you and congratulations Laura!

Monday 3/7 - Comfort in All Things

The Lord is my light and my salvation; whom shall I fear? The Lord is the stronghold of my life; of whom shall I be afraid? (Psalms 27:12)

Tuesday 3/8 - Creative in All Things

Do not conform to the pattern of this world, but be transformed by the renewing of your mind. Then you will be able to test and approve what God's will is—his good, pleasing and perfect will. (Romans 12:2)

Wednesday 3/9 - Strength in All Things

But the Lord is faithful and he will strengthen you and protect you from the evil one. (1 Thessalonians 3:3)

Thursday 3/10 - Fun in All Things

For we are God's handiwork, created in Christ Jesus to do good works, which God prepared in advance for us to do. (Ephesians 2:10)

Friday 3/11 - Thankful in All Things

Rejoice always, pray continually, give thanks in all circumstances for this is God's will for you in Christ Jesus. (1 Thessalonians 5:16-18)

JOIN US for The 2022 Gathering of Friends Gala Knight of Celebration at Holy Trinity Greek Orthodox Church in New Rochelle on Friday 4/29! Tickets for this fun, medieval-themed gala are on sale now! <https://www.gathering-of-friends.org/>



Congrats Tiffany Tinson - GOF 2022 Community Champion!

Tiffany will be celebrated as the 2022 Community Champion at our Gathering of Friends 2022 Spring Festival (4/29). Tiffany has been active in the PTO, in TCS's drama program, and serves as a member of

The Blue Ribbon Foundation Board. She has been an all-around supporter of this community since 2011! Thank you and

congratulations Tiffany!

DATE CHANGE: TCS Golf Outing at Siwanoy, Now Monday 6/6. Online registration will be open soon. Sign up by 3/31 for early bird discount.

<https://vlcn.ejoinme.org/MyEvents/GolfOuting2022/Registration/tabid/1271149/Default.aspx>

The Chapel School Offering Recipients

MARCH - Lutheran Schools Association: Training, PD, TCS's Voice in Albany (NYSED).

REGISTRATION for TCS's 2022 SUMMER

PROGRAM is LIVE! In-Person Open Houses are scheduled for 3/12 (11 a.m.-2 p.m.) and 4/24 (12:3-3:00 p.m.) Online registration at:

<https://campscui.active.com/orgs/TheChapelSchool?orglink=camps-registration>

Meet Team Chapel

2022 United Airlines NYC Half Marathon



Gabriella Kornetska loves to run, read, and travel her way around the world. She grew up in Ukraine before moving to New York City in 2016. She recently graduated from Concordia College New York with a master's degree in

Childhood Education. She and her husband are active members of True Light Lutheran Church in Chinatown, Manhattan. In the beginning of 2020, when COVID-19 hit NYC hard, she started to run. These days she works as the Second Grade Teacher Assistant at The Chapel School, in addition to working on her teaching certification. "In between my schedule I love to run because running allows me to set my mind free and helps me to release tension from the workday."



Alex Droznik lives in Mount Vernon, NY with his wife Kellie and children Jack and Serafima. Jack recently started at kindergarten at Chapel and is loving the school so far! Alex has been an avid runner for years but only recently got

into competitive running. This will be his first half marathon so wish him luck! Alex works for Bed Bath and Beyond as Vice President of Procurement. When not busy with his work and his family, Alex tries to catch up on his favorite sci-fi books and soccer games, having been a lifelong Arsenal F.C. fan.



The Merlin and Lois Rehm Pastoral Residency 2022

Preaching
Saturday, April 23 at 5:30 PM
Sunday, April 24 at 9 and 10:45 AM

Saturday, April 30 at 5:30 PM
Sunday, May 1 at 9 and 10:45 AM

Sacred Scripture Study
The God of Love in the Old Testament
Wednesday, April 27 at 7:30 PM
In-Person or Live Streamed

The Merlin and Lois Rehm Pastoral Residency brings a variety of interesting and engaging speakers to our campus to focus on pastoral issues in a modern context. The residency is named in memory of the Rehms, long-time community champions in our Concordia, Village Lutheran Church and The Chapel School communities.

Village Lutheran Church
172 White Plains Rd.
Bronxville, NY 10708
www.VLC-NY.ORG
914-337-0207



Presents
Rev. Victor Belton



SAVE THE DATE

Friday 4/29

Holy Trinity Greek Orthodox Church
Reception Hall
New Rochelle

"Gathering of Friends" is Village Lutheran Church and The Chapel School's largest fundraiser of the year. This year's event will be held on Friday 4/29 at the Reception Hall of Holy Trinity Greek Orthodox Church in New Rochelle, NY.

This year we will be celebrating with a medieval theme, "Gala Knight of Celebration." We encourage you to join us dressed in period costume or in festive cocktail attire. An enjoyable evening of cocktails, dinner and opportunities to win fabulous prizes will once again be offered – along with some new surprises – all while raising much needed funds for our school and church community! One of the greatest aspects of the evening is the camaraderie shared by parents, congregants and faculty.

Benefactor support is absolutely crucial to the success of the Gathering of Friends. Please note that a ticket to the Gathering of Friends is included in your Benefactor Level Gift. Even if you cannot attend the event, your support would be greatly appreciated.

To pledge your Benefactor support, register online at www.gathering-of-friends.org or call the Development Office 914-337-0207 x1040.

The following note was received from former VLC Member Dr. Ralph Dorre:

Concordia announced in January that it would close at the end of the spring semester. Like many others I ran through a range of emotions. Shock. Disbelief. Anger. Grief. Acceptance. Gratitude. Leveling out, I found myself spending time (COVID restrictions provide the time) almost daily reminiscing--remembering those great people who lived or worked beside me at something we all believed in. My memory served up goals, tasks, achievements, disappointments, but mostly people. I began to jot down my thoughts about Concordia people: mentors, visionaries, colleagues, friends, folks I spent time with, often on a daily basis, beginning in 1956, when I began teaching in the Prep School (that's 65 years ago!), through mid-1995, when I moved to Palm Springs.

It turns out there were a lot of people, many of them no longer among the living. I devoted my recollections mostly to them, more than a hundred of them: saints who made the Honor Roll. I hold them now in blessed memory and gladly and respectfully post them here in my Christmas greeting to the beloved Concordia family still living.

Carl Albers, Ellen Anderson, Ed & Mardi Aufdemberge, John Bahr, Les Bayer, Elsie Blechta, Andy Brauer, Jane Coiner, Elmer & Thelma Dobberstein, Fred Dodge, Irene Dorre, Anne Driessnack. Betty Duda, Leona Eisele, Bob Ernst, Chris & Peg Fahrenkrug, Ruth & Al Faynor, Bernie Filbert, Lou & Edith Fischer, Jim Fischer, Paul & Margaret Gabbert, George & Doris Graban, Tom Green, Florence & Howard Halter, Olga Haammerquist, Esther Hendricks, Bob Hennig, David Herman, Richard Heschke, David Jacobson, Connie & Bob Just. David & Henri Just, Clyde Kaminska, Edith Kates, Helen Kennedy, Frank & Nan Kern, Justine Kernstock, Gene Killion, David Klemm, Richard Koenig. Stan Kramer, Marie Lansing, Bill & Marge Lieneck, Nancy Lienick, Millie & Augie Litke. Ginny Meuschke Lohman, Rita Maffione, Bob Meier, Al & Leona Meyer, Fred & Ruth Meyer, Al & Justine Meyers, Vi Neely, Dot & Dick Novak, Marguerite Novak, Vince Olson, Dwight Ong, Doris Peko, Cliff & Emily Peterson, Merlin & Lois Rehm, Ruth Reichelt, Andy Reimann, Evelyn Reynolds, Esther & Ron Rockhill, Walt Raschke. Rosalie Ross, Bob & Ellen Schnabel, Steve Schultz, June Shassler, Bob Smith, Otto & Marge Spurgat, Alan Steinberg, Norman & Marian Temme, Ron Vahl, John Vangor, Carl Volz, Eric & Sue Walle, Kevin Warnken, Carl & Kathy Weidmann, James Wentzel, Jim Wood, Pete & Esther Zadeik.

Stay well and safe and happy and grateful in the coming year.

**Village Lutheran Church &
The Chapel School**

172 White Plains Road
Bronxville, NY 10708



VLC-NY.org

TheChapelSchool.org

Return Service Requested

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White Plains, NY
Permit No. 7793**

**TO KNOW, LIVE AND SHARE
THE LOVE OF CHRIST**

Under the blessing of God, the mission of Village Lutheran Church is a ministry of the Word and Sacraments. This ministry gives opportunities for mission, witness, nurture, fellowship, stewardship and service. It focuses on the specific needs of individuals and groups within the congregation and extends to the church-at-large, the community and the world.

The Chapel School is an integral part of the congregation's ministry directed specifically to children. It provides a distinctive Christian education enabling children to evidence a Christian lifestyle and to achieve academic success.

TO GOD ALONE BE GLORY

MEMORIAL/HONORED VOICES

Gifts Were Given By:

Anita Kebschull
In Thankfulness to the Ministry of VLC

Marion Scaramuzzino
In Memory of Ron Sjonvall

Sharon Sjonvall
In Loving Memory of Her Husband
Ragnar Sjonvall

Bill Phipps
In Honor of Dwayne & Maria Gitter

Friends of the Ward House
In Thankfulness to the Ministry of VLC

Jeffery Dilger & Lynn Johnes
In Memory of Mark Johnes

Mr. Peter Soans
In Thankfulness to the Ministry of VLC

Bill Phipps
In Honor of Anton DeRosa

**Present Your Gifts &
Offerings Electronically**



As VLC prepares for our ministries, it is important to know what support we can depend on from our congregation members. By knowing what you are willing to commit financially, we are able to better plan for the future. Please consider setting up a recurring giving plan. Automating your financial commitments means your contributions will be received on a steady, uninterrupted basis. To set up a recurring giving schedule, visit us online at www.VLC-NY.ORG, locate the *Online Giving* link and fill out the form. The first time you give, you will select a password that will enable you to log in at any time and make changes to your giving or view your complete online giving history. Or if it's easier, complete a paper authorization "Simply Giving" form and return it to the Development Office.