



Bethel Herald

 **SEPTEMBER** 2022

Volume 23, Issue 7

Bethel Herald Going Digital Next Month

Due to the cost of paper and mailing, this will be the last newsletter that will be mailed. From October on, the newsletter will be emailed to all who are on the *Bethel Friends* email list. We have received many updated emails since last month, however, if you are not currently receiving occasional emails and would like to receive the newsletter emailed to you, send an email and ask to be included on the Bethel Friends email list. Email: bethelonbond@yahoo.com



If you do not have email, a few copies of the newsletter will be printed and put by the usher stands to pick up when you are here for service. Those who are part of our in-home ministry will have newsletters mailed to them. This will also allow us to include more colored pictures and send any updates to you when needed. Thanks.

SEPTEMBER WORSHIP SCHEDULE

9:00 a.m. Worship

Sunday, September 11th

10:00 a.m. Tone Chime Choir practice begins

Sunday, September 18th

10:00 a.m. Celebration Brunch for Sue's Retirement

We will be having brunch after worship to give thanks for Sue's ministry and retirement. If you plan on coming, please sign up what you will bring on the sign up sheet in the hallway. Thank you, Sue!

Sunday, September 25th

10:00 a.m. Community discussion of Just Mercy



**Council President
Staffing Update**

See Pages 3-4

From the Desk of Pastor Kim

I think we all have movies that we turn to when we want to have an emotional pick-me up. You know, the movie that makes you remember the joy of the little things in life. My pick-me up movie is *You've Got Mail*. If you haven't seen it, the movie is about two strangers (played by Meg Ryan and Tom Hanks) who meet in an online chat room and begin an online email relationship. Each day, they both turn on their computers, hopeful that their aol account will announce "you've got mail."



In one of these emails, Joe (Tom Hanks) writes to his pen pal: "Don't you love New York in the fall? It makes me wanna buy school supplies. I would send you a bouquet of newly sharpened pencils if I knew your name and address." Now I have never been in New York in the fall, but I do get excited about school supplies. I love that image, a bouquet of sharpened pencils.

For the past month, Bethel has been collecting school supplies for the two neighboring elementary schools. It has been a joy to watch the supplies come in and to see your generosity for the community. I know that parents are stretched financially this fall and this is one way that we can show our care for the neighbors that God has blessed us with. **I invite you all to come to help pack the backpacks and to bless them on Sunday, August 28th during our Dr Seuss style worship service. If you are a student or a teacher, bring your backpack or**

bag to church for your own blessing!

The other thing I love about the start of the new school year is the excitement of what I might learn this year. Although I haven't been in school since 2009, one of my favorite things each semester when I was in Berkeley, CA was to ask the PLTS seminary students for copies of their syllabuses. Although I couldn't take the classes, I could see what new books were being used or links to articles so that I could continue my own study.

This fall, we at Bethel are going to be exploring issues of racial justice, learning how our own bias and the way the systems that surround us perpetuate unjust ways that BIPOP (black, indigenous, and people of color) people are held back. I have asked you this summer to read the book, *Just Mercy*. There is still time to pick up the book and join the learning. **We will also have two showings of the movie: Monday, September 19th at 6:30pm and Tuesday, September 20th at 10am. We will then all gather after church on Sunday, September 25th for a discussion.**

"Don't you love Green Bay in the fall?" Won't you join me this month as we serve and learn about our neighbor?

Pastor Kim

Brothers and Sisters of Bethel,

I am writing to update you concerning our administrative assistant position. We have received four applications and conducted two interviews for Sue's replacement. Unfortunately, neither accepted our offer. The Personal Committee along with SEEK Professionals will continue to search out and interview potential candidates.



Affective the end of August, 2022, Sue will officially retire. For those of you who were unaware Sue worked two months past her original retirement date. Words cannot express what she has meant to this church. During the pandemic, Sue worked with staff members and others to keep our church family connected. She demonstrated determination and motivation along with a steadfast desire to learn the technology required to assemble and post our weekly worship service. I believe Bethel would be in a very different position today without her dedication. These are just a few examples of the many ways over the years Sue has supported this ministry. I thank her for her years of service and the way she has supported our pastors, staff, council and congregation. We wish Sue, Todd and family nothing but the best going forward.

As our search continues for a replacement, I am asking you to prayerfully consider ways in which you can support the church as it relates to Sue's position. Enclosed is the Administrative Assistant job description. As you can see, Sue's duties were many. Pastor Kim, Council, and I are asking you to read the description and consider tasks you could help with during this time of transition. Examples include answering the phone, assisting with bulletins, the Bethel Herald, technology, office management and other miscellaneous tasks. Please feel to contact me at 920-465-9655 or Pastor Kim at the church office, 920-494-3737 or her cell, 510-230-9533.

God Bless You,

Charlie Hilla
Council President

Administrative
Assistant Job
Description on
the next page



Bethel Lutheran Church - Administrative Assistant

Time: 24 hours per week

Job Summary

Provide administrative support to the pastor and congregation of Bethel. Responsible for a wide variety of office management operations, parish communications, perform receptionist duties, coordinate volunteer activity, and maintain records. Under general supervision, establish priorities to ensure all aspects of the job are accomplished allowing the congregation to fulfill its mission to serve as Jesus' disciples.

Required Duties

A. Publication Development – 30%

- Determine publication deadlines for weekly bulletins and monthly newsletters and apprise appropriate individuals.
- Solicit and utilize information provided to:
 - ◊ format, proofread, copy, and fold weekly and special bulletins for worship
 - ◊ format, proofread, copy and prepare for mailing/emailing newsletters, correspondence and reports as needed.

B. Technology, Website, & Social Media – 30%

- Maintain current information and update on the website
- Work with images and current church events to create engaging and interactive pages
- Learn and be able to train volunteers on the recording equipment
- Create Worship PowerPoint for Recording and Create Recordings Schedule for YouTube
- Maintain and post on church Facebook
- Keep accurate information on Marquee
- Send out weekly announcement email

C. Office Management – 20%

- Ensure accurate maintenance of church records including congregational roster, vital statistics of membership, and rites preformed
- Develop and update computerized databases as necessary
- Organize and maintain filing system for documentation including various forms and historical records
- Process documentation for outside groups including ELCA Synod office
- Ensure maintenance of office equipment, warranties and service contracts
- Maintain inventory of office supplies including postage
- Manage calendar of church events, coordinating with various user groups including renters

D. Receptionist – 10%

- Answer Phone and direct calls in a cheerful and businesslike manner
- Answer basic questions about the church and its programs
- Sort and distribute daily mail, responding to routine correspondence as needed
- Regularly monitor Bethel's email account and respond to routine inquiries
- File documentation as appropriate
- Greet visitors and respond to routine questions

E. Volunteer Management – 5%

- Assists Council members as needed
- Maintain inventory of tasks needing to be completed in the office and at the church
- Supervise and delegate appropriate office duties to volunteers
- Supervise money counters
- Contact volunteers to remind them of upcoming commitments
- Develop and maintain list of those with access to facilities
- Develop and maintain in home ministry list and visitors

F. Management of Rental Space – 5%

- Create and maintain records of rentals
- Develop new rental users

G. Miscellaneous Duties – 5%

- Provide assistance in other duties as requested by the Pastor
- Attend office staff meetings as scheduled
- Be available 1 Sunday a month at the beginning to get to know the congregation
- Engage in continuing education opportunities as available to improve skills and technology

Skills & Experience

Ability to work independently on a routine basis. Capacity to interact with a wide variety of people in a personable manner. Demonstrated capability to be self-motivated, reliable, efficient, and manage a number of tasks simultaneously. Aptitude to handle confidential information and to be discrete when dealing with sensitive situations. Computer knowledge of various publishing and database programs as well as word processing experience is required. Experience with and understanding of Christian worship and traditions is helpful. Knowledge of web design recommended but not required.

September Birthdays

9/2 Marilyn Meister
 9/3 Wanda Eitland
 9/5 Pegi BeDell
 9/9 Kim Harkins
 9/9 Marah Niemuth
 9/12 Karl Peterson
 9/15 Mark Strohschein
 9/17 Brittany Peters
 9/17 Cindy Michalski
 9/18 Doris Brack
 9/19 Lily Dombroski
 9/20 Shirley Rasmussen
 9/20 Sarah Golden
 9/21 Lou Warner
 9/22 Doug Greenwood
 9/26 Pat Larson-Rynning
 9/28 Pam Niemuth-Schraufnagel



Our Sympathy



We extend our sympathy to Lorraine Hansen on the death of her husband, Harold Hanson. Harold was the most eldest member of Bethel and died on Thursday, June 30th. Harold's funeral was held here at Bethel on Thursday, July 7th.

Prayer Concerns:

Adam
 Ralph Addison
 Gayle Anderson
 Berne Baer
 Elaine Barber
 Dave DuFresne
 Rose Dunst
 Sandy & Dave Elbe
 Nancy Johnson
 Shirley Johnson
 CJ Johnston
 Debbie Kasulke
 Tom Kaye
 Roberta Krouth
 Liam & Wells (babies)
 Debra O'Connell
 Jon P.
 Caryl Peters
 Kathy Towle
 Austin Tree
 Willow Van Vonderen



September Anniversaries

9/15 - Paul & Nicole Keckhaver 10 years
 9/19 - Howard & Dawn Schroeder 13 years
 9/24 - Jack & Gayle Peot 39 years
 9/25 - Mitchell & Olivia Martin 1 year



Prayer Request

Please remember _____ in prayer. Briefly describe the need or joy for which prayers are requested:

Your Name: _____ Phone: _____

Please place this form in the Offering Plate
Your request will be shared with members of Bethel's Prayer Chain



Fall Music Notes

Diane Meinel – Music Coordinator

As fall begins, please consider the opportunity to participate in the Bethel Choir and Tone Chime Choir. Both choirs serve to enhance the worship services with songs that express our praise and faith to God through music following the themes of the church year.

Bethel Choir

The Bethel Choir rehearses each Wednesday evening from September through May at 7:00 p.m. The choir is open to confirmed youth through adults, regardless of experience, and sings a variety of music from classical to contemporary during two or three services each month and at special Festival Services. The first rehearsal will be held on Wednesday, September 7, 2022, at 7:00 p.m. Please join us for fun and fellowship as we unite to praise God with singing. Tori Russert is the Bethel Choir Director.

Tone Chime Choir

If you can tell your right hand from your left, count to four, like to laugh and have fun, consider ringing with the Bethel Royal Ringers Tone Chime Choir. No experience is necessary. If you read music or have played an instrument in the past, you'll be ahead of the game. The Tone Chime Choir rehearsals are held in the balcony on Sunday before or after the church service from September through May. The choir rings once a month at Sunday Services and also at Festival Services. Our first rehearsal will be held at 10:00 a.m., September 11, 2022. If you can't commit to full-time ringing, we are always looking for substitutes to play on an occasional basis.

Instrumentalists/Vocalists Needed

If you play an instrument or would like to share your vocal talent as a soloist or in a small ensemble during a church service, please contact Diane Meinel, Music Coordinator at 920-499-1527 or Meinel247@gmail.com. An accompanist will be provided if needed.

Worship and Music Committee

We are looking for people who would like to serve on the Worship and Music Committee to design and develop special opportunities for worship experiences at Bethel. The committee will most likely meet quarterly to help plan for worship activities that enhance the theme of the liturgical season. Worship areas include readers, ushers, tech team, altar guild, music and other areas of worship. Please contact the church office or speak with Pastor Kim, Diane Meinel, or Tori Russert if you are interested in being part of this committee.

A Note of Thanks

Many thanks to Willard Schmidt, Ron Neimuth, Peggy Hansen, Pastor Kim and Kay Zastrow for providing special music during our summer services. We thank you for sharing your music with us.

memorials & gifts

July, 2022

Family of Betty Lou Fontaine
Undesignated - Endowment
In Memory of Betty Lou Fontaine

Marilyn & Marv Meister
Feed My Starving Children
In Memory of Alice Blumreich

Tim Carlson
Technology Upgrades/Maintenance
In Memory of Dennis Krenn

Gift Advisory Committee: Terri Hilbert, Linda Grunewald, Tori Russett, Charlie Hilla, Paul Jerks, Doris Brack (Council Rep), Todd Keckhaver (Treasurer), and Pastor Kim.



- ♦ **Salvation Army Senior Lunch Meal** will be prepared on Monday, September 19th. Please sign-up on the bulletin board for Items needed which include:
9 (24 oz) jars spaghetti sauce
3 (2#) boxes dry spaghetti
6 dozen bread sticks/dinner rolls
3 (8 oz) containers parmesan cheese
3 (1#) bags baby carrots
6 dozen cookies.
- ♦ **Resurrection Food Pantry.** Items always needed include: canned fruit & vegetables, baked beans, canned meals, Jello. They also are always in need of laundry soap.
- ♦ **Resurrection Food Pantry** is always in need of volunteers to prepack bags to be distributed and work during the pantry hours. Please contact Larry Peterson at 920-544-2347 if you are interested in giving of your time.

Financial
Report



July, 2022

Revenue \$22,333
Expenses \$15,819

2022 Budget

\$22,006 Monthly

WOMEN'S STUDY GROUPS



PEACE Study Group will meet on Thursday, September 1st at 10 a.m. in the church lounge.

FAITH Study Group will meet on Thursday, September 1st at 1 p.m. in the church lounge.

Joy Study Group will meet on Tuesday, September 20th at 6:30 p.m. at Peggy Hansen's home.

BBB's will meet on Tuesday, September 27th at 6:30 p.m. at Yvonne Pamperin's home.

Bethel Herald Deadline

We ask that all submissions for the October Bethel Herald be turned in by **September 15th**. Thank you!



Women of Bethel Annual Meeting

An annual meeting was held on Monday, August 1, 2022 with 13 members in attendance.

The Bethel Lutheran Church Women (BLCW) voted to dissolve as a formal group as most churches have.

We will continue to meet as Bible Study groups, mission sewing and support the Sunshine card ministry. Bible study offerings will continue to support our Sunshine Card ministry, quilters and kitchen needs. These funds will be transferred from an individual checking account for the BLCW to a Special Fund line item.

It was discussed that the Sunshine Card ministry will transition to get well, sympathy, connecting with our in-home ministry members, milestone birthdays and anniversaries.

It was decided that the "*Simple Gifts*", loose coins in the collection plate, be designated for Bethel's Good Samaritan Fund. These funds were previously being sent to Eye Heart World to support human trafficking survivors. Bethel's Good Samaritan Fund is a special fund that is there to help those in the community who need help. In the past we have provided gas cards, Walmart cards, rent and utility assistance when possible.

EPH Partner Church Update



Community Impact

Thank you so much for your continued partnership and support of EPH! Your prayers, volunteer hours, and financial contributions are helping families experiencing homelessness reach self-sufficiency. Here are a few highlights of what your support has helped accomplish so far this year:

- *30 families, including 83 children, are currently living in EPH homes and participating in case management to help them become self-sufficient.*
- *10 families have successfully completed our transitional or long-term supportive housing program.*
- *8 families have received financial assistance and case management services to help them remain in their own home (outside of EPH housing) through our eviction prevention program.*

Volunteer Orientation

Join us on Tuesday, September 13th from 4:00pm-5:30pm to learn more about volunteer opportunities at EPH! Come meet our team, find out more about what we do, and see how you can help make a difference for families facing homelessness in our community. Please RSVP to Wendy by September 8th at wendyn@ephgb.org or 920-676-3779.

Wish List

Our updated wish list is below. If you would like to donate items, please contact us at 920-676-3779 to arrange drop off or pick up. Thank you for keeping us in mind!

First Aid Kits	13 Gallon Garbage Bags	New Pillows (Standard Size)
Laundry Baskets	Liquid Hand Soap	Mattress Pads - Twin & Full
Laundry Detergent	Liquid Cleaner	
Magic Erasers	Toilet Bowl Cleaner	

Bethel Evangelical Lutheran Church
Church Council Minutes HIGHLIGHTS
Monday August 8, 2022
(Awaiting approval at the September Church Council meeting)

Present: Doris Brack, Linda Grunewald, Charlie Hilla, Todd Keckhaver, Paulette Pedersen, Gayle Peot
Excused: Marilyn Meister, Cindy Michalski, Linda Wery

Call to Order: Charlie Hilla called the meeting to order at 6:30.

Dwelling in the Word: Linda Grunewald led *Dwelling in the Word* with the passages Isaiah 41:10 and Isaiah 40:31.

Prayer: Linda Grunewald led the opening prayer.

REPORTS:

Secretary's Report: Approved with the correction of Buildings & Grounds-Security, the system will be installed as soon as possible. Received as submitted.

Parish Accountant Report: Received as submitted.

Pastor's Report: Received as submitted.

NEW BUSINESS:

OLD BUSINESS:

God's Work, Our Hands Update: Council discussed the logistics of the August 28th God's Work, Our Hands mission event. The Gift Advisory Committee approved the \$500 grant for teacher supplies. We have received \$500+ in contributions towards the purchase of needed school supplies. Saturday, August 27th the committee will arrange the supplies for the event on the 28th.

Buildings & Grounds Updates:

Roof: Todd Keckhaver updated that he has not received word back from Great Lakes Roofing with answers to his questions.

Water Issues: Todd met with Joe Tyrell from Greenway Landscaping regarding the water issues on the east side of the building and waiting for an estimate. Todd and Jesse will run a test to find where the downspouts currently run to.

ADA Door: Todd reported that the estimate for the electrical for the ADA door opener would be \$500 for materials. This added to the cost of the door would be a total of \$3,427. This will need to go to a congregational vote.

Parsonage Tree: Charlie will contact a tree service to cut the dead tree which is located near the power lines.

Cross Wall & Microphones: Charlie reported that we are still waiting on a quote from the painter. When we met with the painter he had us scheduled for the first week of September to paint the wall, clean the cross and repaint the gold accent on the cross. Additional microphones to hang from the ceiling have been ordered so they can be installed while we have the lift at church.

Administrative Assistant Update: Charlie reported that the Personnel Committee will be interviewing a candidate this week. Sue is done working at the end of August. If someone is not available for hire by that time, the congregation will be asked to step forward to complete some of the duties.

Who Needs to be informed about decisions made from tonight? Todd will meet with Jesse

Adjourn: Motion to adjourn at 7:42 p.m. Seconded.

Closed with the Lord's Prayer.

Respectfully submitted,
Sue Keckhaver, Recording Secretary

**Next Meeting,
Monday, September 12th at 6:30 p.m.**

SERVICE SCHEDULE FOR SEPTEMBER

	Assisting Minister	Altar Guild	Usher	Video Tech
Sunday, Sept 4, 9:00 AM	Linda Grunewald	Linda Wery	Gayle Peot Dick Schoen	Cindy Michalski

	Assisting Minister	Altar Guild	Usher	Video Tech
Sunday, Sep 11, 9:00 AM	Doug Hanson	Marilyn Meister	Carl Andrews Jerry Boettcher	Sue Keckhaver

	Assisting Minister	Altar Guild	Usher	Video Tech
Sunday, Sep 18, 9:00 AM	Sandi Tibbetts	Pat Petzel	Michael Zastrow Kay Zastrow	Rick Johnson

	Assisting Minister	Altar Guild	Usher	Video Tech
Sunday, Sep 25, 9:00 AM	Charlie Hilla	Sharon Hilla	Kathy Long Dar Schuurmans	Pegi BeDell

SERVICE SCHEDULE FOR OCTOBER

	Assisting Minister	Altar Guild	Usher	Video Tech
Sunday, Oct 2, 9:00 AM	Doug Hanson	Linda Wery	Carl Andrews Jerry Boettcher	Yvonne Pamperin

	Assisting Minister	Altar Guild	Usher	Video Tech
Sunday, Oct 9, 9:00 AM	Kay Zastrow	Peggy Hansen	Dick Schoen Michael Zastrow	Rick Johnson

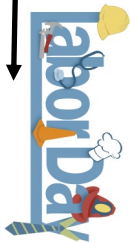


	Assisting Minister	Altar Guild	Usher	Video Tech
Sunday, Oct 16, 9:00 AM	Cindy Michalski	Terri Hilbert	Dave Hansen Todd Keckhaver	Sue Keckhaver

	Assisting Minister	Altar Guild	Usher	Video Tech
Sunday, Oct 23, 9:00 AM	Charlie Hilla	Sharon Hilla	Gayle Peot Jack Peot	Kay Zastrow

	Assisting Minister	Altar Guild	Usher	Video Tech
Sunday, Oct 30, 9:00 AM	Linda Grunewald	Kathy Long	Rick Johnson Dar Schuurmans	Pegi BeDell



September 2022

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1 10:00 - Peace Study Group 1:00 - Faith Study Group	2 ~ Pastor's Sabbath ~	3 Pastor on Vacation
4 9:00 - Worship	5 Office Closed 	6	7 7:00 - Bethel Choir	8 9:30 - Library Committee	9 ~ Pastor's Sabbath ~	10
Pastor on Vacation →						
11 9:00 - Worship 10:00- Tone Chime Choir	12 6:30 - Council Meeting	13	14 10:00 - Mission Sewing 5:00-8:00 - Culver's FMSC Event 7:00 - Bethel Choir	15	16 ~ Pastor's Sabbath ~	17
18 8:00 - Tone Chime Choir 9:00 - Worship 10:00 - Celebration of Sue's Retirement Brunch	19 1:00 - Salvation Army Senior Meal 6:30 - Girl Scout Troop #4029 6:30 - Just Mercy Movie	20 10:00 -Just Mercy Movie 6:30 - Joy Study Group at Peggy's	21 5:30 - Confirmation 7:00 - Bethel Choir	22 1st Day of Fall 9:00-2:00 - ECSW Synod Anti-bias Training 	23 ~ Pastor's Sabbath ~	24 8:00-4:00 - ECSW Women's Fall Retreat at Imago Dei
25 8:00 - Tone Chime Choir 9:00 - Worship 10:00 - Community Discussion of Just Mercy	26	27 6:30 - BBB's Study Group at Yvonne's	28 7:00 - Bethel Choir	29	30 ~ Pastor's Sabbath ~	

BETHEL
EVANGELICAL
LUTHERAN CHURCH

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Green Bay WI 54303

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Non Profit Org
U.S. POSTAGE
PAID
Green Bay, WI
Permit No. 49

BETHEL STAFF

Pastor:	Pr. Kim Swenson	494-3737
Administrative Assistant:		494-3737
Youth Director:	Paul Jerks	621-3184
Custodian:	Jesse Meister	227-3452
Director of Music:	Diane Meinel	499-1527
Choir Director	Tori Russett	660-7544
Parish Accountant:	Dawn Schroeder	494-1728
Treasurer:	Linda Grunewald	265-8199
Congregation President:	Charlie Hilla	465-9655



Bethel Herald

Check Us Out

Website: Bethelonbond.org

Facebook: <https://www.facebook.com/bethelonbond>

OUR VISION:

Growing *In Faith Together*, boldly inviting others to share in God's love.

OUR MISSION:

By God's power, we will serve as Jesus' disciples, embracing traditions and growing ministries.