

General Information

Contact Information

Office Hours: **Tuesday & Thursday 9:00 a.m. – 3:00 p.m. - Administrative Assistant**
Wednesday by appointment - Pastoral coverage

Office: **414-442-1281**

Fax: **414-442-1371**

E-mail: bbucc@sbcglobal.net

Website: www.bbucc.org

Pastor: **Reverend Dr. Tim Perkins** (perkdrews@aol.com)

Administrative Assistant: **Gay Lehman** (bbucc@sbcglobal.net)

Choir Director: **Deborah Cincotta** (cincottd@yahoo.com)

Church Address: **2878 N. 54th Street, Milwaukee WI 53210**

Mailing Address: **Church Office/Parish House**

2866 N. 54th Street, Milwaukee WI 53210

Worship & Sunday School (Kids Rock) Hours

Worship: Sunday at 10:00 a.m.

Kids Rock (K4-6th Grades): Students gather at the Parish House, 2nd floor at 10:00 a.m. and remain in the classroom till 11:15 a.m.

Nursery Care: Nursery Care is provided for all children ages 4 and under during Worship in the lower level of the church (Fellowship Hall). The Nursery Care Provider is assigned on a rotating basis. It is policy that the provider must be 16 years and older. Parents/guardians are not to leave the building while their children are in the Nursery. If necessary, parents/guardians will be called from Worship to assist with their children (i.e. diaper changing, sickness, discipline issues, excessive crying, etc.). Parents/guardians should bring all supplies for their children (i.e. diapers, burp rags, bottles, pacifiers, teething toys, etc.).

UCC Contact Information

Southeast Association

2825 N. Mayfair Road, Suite 103, Wauwatosa, WI 53222

414-771-8569 sewaucc@aol.com

Interim Association Minister: Reverend James Burd (e-mail: jkbhehb@elknet.net)

Wisconsin UCC Conference

4459 Gray Road, PO Box 435, De Forest, WI 53532-0435

608-846-7880 www.wcucc.org

Conference Minister: Reverend Dr. David Moyer (david@wcucc.org)

National UCC

700 Prospect Avenue, Cleveland, OH 4415

216-736-2100 or 866-822-8224 www.ucc.org



Introduction to Bethel-Bethany

What is the United Church of Christ?

We are a Christian denomination formed in 1957 by the merger of the Congregational Christian Church and the Evangelical and Reformed Church. Although we are a young denomination, our roots are deep in Protestantism.

We celebrate our diversity, we are people of all ages, races and faith backgrounds. We encourage members to develop their own beliefs, guided by Scripture and Spirit.

Peace is central to the identity of the United Church of Christ. As a Just Peace Church, we affirm that peace is not merely the absence of war but the presence of social justice. We continue mission work, all over the world, begun by our founding denominations. We are engaged in Christ's ministry of healing, teaching and comforting in the United States and in over 50 countries.

Our commitment to higher education is evident in the historical founding of, and present affiliation with, some thirty colleges and nearly 15 seminaries.

Our seminaries reflect the acceptance of women's gifts, presently women make up about half of the enrollment. Indeed, the first woman to be ordained in America, Antoinette Brown, was a Congregational minister.

We are "Opening and Affirming" as we strive to encourage a policy of non-discrimination in employment, volunteer service and membership policies with regard to sexual orientation.

We call upon our churches to be Multicultural & Multiracial Churches, defined as a church that confesses and acts out its faith in the one sovereign God who through Jesus Christ binds in covenant faithful people of all races, ethnicities and cultures. A multiracial and multicultural church embodies these diversities as gifts to the human family and rejoices in the variety of God's grace.

What We Believe

Bethel-Bethany Mission Statement

"To celebrate and share God's Love through dynamic worship experiences, meaningful spiritual programs and nurturing leadership opportunities as an inclusive Christian church serving the urban and global community."

Bethel-Bethany Vision Themes

In April 2002, the congregation of Bethel-Bethany UCC initiated a Visioning Program for the Church. Strategic planning sessions followed to develop "Vision Statements" that provide a description of a desired state for our church. The following themes are included in the "Vision Statements" that were finalized in March 2003. A copy of the document is available upon request from the church office.

Bethel-Bethany strives to be . . .

- A congregation that is open to God's spirit and is spiritually alive (*Spirituality Vision*)

- A congregation that has an inclusive, active youth program (*Youth Vision*)
- A church that operates under a balanced budget and is financially secure (*Financial Stewardship Vision*)
- A building that is dynamic, flexible, accessible, safe and well maintained (*Properties, Facilities and Buildings Vision*)
- A leader in addressing issues and concerns of contemporary society (Social Justice Vision)
- A church with a diverse cross section of members from all socioeconomic groups, races, ages and family structures (*Diversity Vision*)
- A church that serves God's people in both the urban and global community (*Membership: Growth, Evangelism and Community Vision*)
- A church where the members are actively involved in the "mission of the church" and contribute their time and talents (*Membership: Using the Congregations Talents and Interests Vision*)
- A church that is recognized throughout the Milwaukee area for their spiritual power, musical diversity, thoughtful and practical theology and visible love from one another (*Worship Vision*)
- A church that has an organized and informative process for helping members and staff become leaders in the church (Leadership and Staff Vision).

What We Practice

Faith and Covenant

Articles of Faith: We acknowledge the Holy Scriptures of the Hebrew and New Testament as the Word of God and our guide of faith and life. As authoritative interpretations of the essential truth in the Scriptures, we make liturgical, devotional and instructional use of such doctrinal testimonies of the United Church of Christ as the Apostles' Creed, Luther's Catechism, Augsburg Confession, Heidelberg Catechism, the Evangelical Catechism and the UCC Statement of Faith of 1982.

Interpretation: Where these testimonies differ, our people, in accordance with the liberty of conscience inherent in the Gospel; are allowed to adhere to the interpretation of one such tradition of the United Church of Christ. In each case our guide is the Word of God.

Sacraments

Our Church accepts two Sacraments: Holy Baptism and the Lord's Supper. We normally practice infant baptism but also can provide for the baptism of adults. We understand that the Lord's Supper stands at the center of the whole Christian worship.

Communion: In its relations with other Christian communions, we seek constantly to promote the unity of the Spirit in the bonds of peace.

Covenant: We covenant with one another to seek and respond to the Word and the will of God. We walk together in the ways of the Lord, made known and to be made



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known to us. We hold it to be the mission of the Church to witness to the gospel of Jesus Christ in the entire world, while worshipping God and striving for truth, justice and peace. As did our foremothers and forefathers, we depend on the Holy Spirit to lead and empower us. We pray for the coming of the Realm of God, and we look with faith toward the triumph of righteousness and eternal life.

Communion Practices

In the sacrament of Holy Communion, also called the Lord's Supper or Eucharist meaning "thanksgiving". Christians hear, taste, touch and receive the grace of God revealed through Jesus Christ in a unique way.

The broken bread and poured wine represent - present anew - the crucified and risen Christ. The wheat gathered to bake one loaf and the grapes pressed to make one cup remind participants that they are one body in Christ, while the breaking and pouring announce the costliness of Christ's sacrifice for the forgiveness of sin.

At Bethel-Bethany UCC, the Communion Table is "open to all Christians who wish to know the presence of Christ and to share in the community of God's people" (*Book of Worship*.) Children, who have not yet confirmed their faith, are invited to come forward to receive a blessing from the Pastor. Traditionally children receive first communion at the time of confirmation.

Communion is served by the sharing of a common loaf broken into individual cubes of bread and the passing of individual cups in the pews (the outer glasses are wine and the inner circle is grape juice). Intinction (dipping the bread in the wine) is offered on some occasions.

Communion is celebrated the first Sunday of each month and on Ash Wednesday, Maundy Thursday, Good Friday, Easter (early service) and Pentecost.

Baptismal Practices

The sacrament of baptism is an outward and visible sign of the grace of God. Through baptism, a person is joined with the universal church, the body of Christ. In baptism, God works in us the power of forgiveness, the renewal of the spirit and the knowledge of the call to be God's people always.

Baptism with water and the Holy Spirit is the sign and seal of our common discipleship. Since baptism is God's gift, the Holy Spirit is called to be upon the water and those being baptized. The act of baptism also marks the beginning of a new life of discipleship with Christ, the human response to that gift.

Baptism marks a person's acceptance into the care of Christ's church, the sign and seal of God's grace and forgiveness and the beginning of their Christian faith and life.

The United Church of Christ recognizes the validity of all baptisms, therefore there is no need for re-baptism. If there is a question about whether baptism has taken place, a conditional phrase may be added as a person is baptized, such as, "if you are not already baptized." It is a well-accepted practice, however, for people to renew their baptismal vows in a service of baptismal renewal, such as the Order for Renewal of Baptism in the UCC Book of Worship.

Baptism is celebrated in the presence of the community gathered for worship.

Parents, in consultation with the pastor, may choose sponsors or Godparents for infants and young children who are to be baptized. Other candidates for baptism may also be given this opportunity to have sponsors. At the baptismal service, the sponsors, who accompany the candidates and present them for baptism, may make promises identical to the promises of the parents.

New Members

Potential new members are invited to explore the United Church of Christ with a series of meetings with the Pastor and members of the church. Dates will be announced through personal correspondence, the church's newsletter and worship bulletins. Reception of new members is performed once or twice each year during a Sunday Worship.

Wedding Services

Members and immediate family members are given first consideration in selection of dates for wedding services to be performed at Bethel-Bethany UCC.

All couples are asked to attend pre-marital counseling sessions with the Pastor.

A listing of church wedding service fees is available upon request from the church office.

Funeral Services

The Pastor officiates at the funeral services of members. Services are held at Bethel-Bethany UCC or local funeral homes.

Church Communications

Phone Directory: The church office publishes a phone directory annually including a listing of the members and active non-members of the church. The Phone Directory is distributed to all people listed in the directory. Information in this directory (if applicable) includes: spouse's name, children's names, home address, home phone number and e-mail address (for adults 18 and over). Members can have any information omitted from the directory by contacting the church office with this request.

Newsletters: The church publishes a monthly newsletter titled the *The Beacon*. A paper or e-mail copy is sent to all members, active non-members, persons requesting a copy and to affiliated churches. The topics within the newsletter include but are not limited to: upcoming Worship opportunities, Christian education events (i.e. Sunday School, Confirmation, Adult Study, etc.), monthly lectionary readings, information from the Church Council, social activities within the church or the surrounding communities, prayer concerns, celebrations and member birthday listings, church financial information and a church activity calendar. Opportunities to be involved in mission and action for peace and justice are also highlighted. All members and committees are encouraged to submit any information that they feel would be appropriate to publish. The deadline for publication is the 3rd Sunday of each month; material can be submitted directly to the office or via e-mail to the church Administrative Assistant. The church staff is responsible for the final content and editing of the articles.



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Calling Tree/E-mails: Throughout the year it may be necessary for the staff to contact the members directly with information that pertains to the members of the church. Examples of this would be information regarding the death of a member and funeral arrangements, church closing due to inclement weather, meeting changes, etc. This is done through a combination of e-mailing and telephoning. The Evangelism Committee is responsible for the "Calling Tree" which assigns volunteers to disseminate information received from the church staff to the members of the church.

Congregational Meetings

The State of the Church meeting is held in January and the Business Meeting is held in November.

The purpose of the State of the Church Meeting is to receive and discuss the annual reports of the Pastor and the Officers of the Church; to receive the annual reports of recognized committees or other organizations; to elect nominating committee members; to elect delegates to the Southeast Association of the UCC and the Wisconsin Conference of UCC, to report on committee appointments and to discuss and act upon any recommendations of the Church Council. Suggestions made by members of the congregation and which are acceptable under the Constitution and By-Laws may also be voted upon.

The Purpose of the Business Meeting is to elect members of the Church Council and to present the budget for the upcoming fiscal year to the congregation for approval.

Members are given written notice of the meeting at least two weeks in advance. In addition, the meetings are announced from the Pulpit at two regular Sunday services.

Special Meetings: Special meetings may be called by a quorum of the Church Council, or the Pastor, at any time such action is necessary. Criteria for calling these meetings can be found in the "By-laws of Bethel-Bethany UCC: Article VII-Section 2".

Stewardship

Annual Stewardship Campaign

Typically during the fall, the Stewardship Committee initiates a Stewardship Campaign. The purpose of this campaign is to gather information regarding future contributions for budget planning purposes and to assign volunteers to church committees. The names of people willing to serve/assist on a committee are forwarded to the committee chairpersons.

During the campaign, Stewardship Forms, Pledge Sheets are distributed during Worship and/or sent directly to the member's home. Members are asked to return these forms to the church's office within two weeks of receipt. All financial information reviewed and collected by this committee is considered confidential.

Contribution Reports

For the records of members, individual contribution reports are printed yearly and distributed to the members by the Finance Secretary. All information is considered confidential.

Christian Education

For School Age Children

Sunday School (Kids Rock): Sunday School classes are available for children K4 through 6th Grade. The Sunday School classrooms are located in the upper level of the Parish House next to the church building.

Sunday School classes are held September through May with the exception of "Family Worship Sunday."

On "Family Worship Sunday" (the first Sunday of each month), parents have the option of their children remaining in Worship or participating in a non-curriculum Sunday School Program that may include music, crafts and videos.

Curriculum; The Sunday School program uses a curriculum that is a Revised Common Lectionary based study of the Old & New Testaments. Children learn through a variety of methods such as story telling, crafts, music and recital.

Vacation Bible School: The Bethel-Bethany Vacation Bible School (VBS) is a short program usually held over 3 to 4 days during the summer months. This event is suitable for all school-age children. Each year the theme varies and has included such topics as; "Alike & Different" (anti-racism program), "Breaking Bread with Jesus," "Praise Power," and "Justice and Peace."

Confirmation: the renewal of the baptismal covenant. Baptized young people, having been instructed in the Christian faith, publicly confess their faith in their Savior, Jesus Christ, promise obedience to Christ until death and are received by the Church into active membership.

Confirmation classes are designed for young people typically entering 7th and 8th Grade. Confirmands receive instruction from the Pastor and other teachers on the Christian faith and the mission of Bethel-Bethany UCC prior to their decision of faith and Confirmation.

Upon completion of the second year of the Confirmation program, students are asked to write a "Statement of Faith" paper that describes their personal beliefs regarding the Christian Church.

Confirmation is typically held on Pentecost Sunday, May or June, when confirmands receive their first communion as Adult Members of the church.

For Older Teens & Adults

Intercessory Prayer Group: A small group of people that gather approximately six times per year from 9:30 a.m. - 11:00 a.m. at Luther Manor. The primary focus of this group is to collectively pray for those in need.

After Church Forum: Short programs, held after Sunday Worship, are an opportunity for members to expand their knowledge of various topics.

Small Group Study: Short-term and long-term Bible studies are offered throughout the year. These small groups meet at the church or at a member's home to examine and discuss a biblical theme. The Bible studies selections are based on the interests of the participants and the religious season (i.e. Advent and Lent). Each time a new



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study is begun, members can choose to join or decline the opportunity. Typically a nominal fee is charged to cover the costs of the books; discretionary funds are available for any member who cannot afford the cost of the materials.

Spiritual Retreats & Workshops: All-day spiritual retreats and workshops sponsored by the UCC and other groups are held at various times throughout the year. Many of the retreats and workshops are lead by trained group leaders. A small fee is typically charged to the participants to cover the cost of the room rental, food and beverages and any study materials; discretionary funds are available for any member who cannot afford these costs.

Events & Happenings

Seasonal Activities

Thanksgiving Eve Potluck & Worship Service: Members and friends gather and share food and fellowship before an informal Worship Service. Many participants bring a pie to be shared that evening or to be donated to the St. Ben's Meal Program's Thanksgiving Dinner.

Advent Material/ Workshop: During the beginning of Advent, the Christian Education Committee provides members and friends with resources regarding the meaning of Advent in our Christian lives.

Christmas Pageant: Presented on Christmas Eve at 6:30 p.m. Worship Service.

Christmas Caroling: A group of members join together one Sunday afternoon in December to share their gift of music with homebound church members.

Silent Reflection: One Saturday reserved during Advent to focus on the true meaning of Advent.

Small Group Bible Study: A Bible Study purposely selected regarding the importance of Advent in our Christian lives, is often scheduled.

Epiphany Celebration: Epiphany is celebrated on the Sunday closest to January 6 (Epiphany) to mark the arrival of the Magi to Jesus' home.

Lent Material/Workshop: During the beginning of Lent, the Christian Education Committee provides members with resources regarding the meaning of Lent in their Christian lives.

Small Group Bible Study: A Bible Study is offered to enhance the meaning of Lent to the participants.

Ash Wednesday Potluck: Members and friends gather and share food and fellowship before the Ash Wednesday Worship Service.

Ash Wednesday Worship Service: Communion is served by Intinction during this solemn Worship Service beginning at 7:30 p.m.

Palm Sunday: The Christian Education plans an activity to commemorate the beginning of Holy Week.

Maundy Thursday Potluck: Members and friends gather to share food and fellowship before the Maundy Thursday Worship Service.

Maundy Thursday Worship Service: A moving remembrance of the Last Supper beginning at 7:30 p.m. Communion is served.

Good Friday Worship: A reflective prayer service is offered in the morning on Good Friday.

Good Friday Joint Service: Bethel-Bethany members join with other local churches in the evening as they remember this day in Jesus' life.

Saturday Prayer Vigil: The Bethel-Bethany UCC sanctuary is open from 8:00 a.m. to 4:00 p.m. for members and friends to maintain a continuous prayer vigil.

Easter Breakfast: This popular event is held in the Bethel-Bethany Fellowship Hall at 8:30 a.m. on Easter Sunday between the Easter Worship Services. A free will offering is collected.

Easter Sunday Early Worship: A dramatic re-telling of Jesus' resurrection offers the members the opportunity to experience the transition from the sadness of Good Friday to the great joy of Easter morning. Worship begins at 7:30 a.m. and Communion is served.

Easter Sunday Celebration Worship: Joyous songs of Jesus' resurrection are shared during this celebratory Worship. Worship begins at 10:00 a.m.

Reaching Out To The Community

Bethel-Bethany encourages members, friends, family and the surrounding community to share fellowship with one another by offering the following events:

Church Picnic: Held in June and sponsored by the Bethel-Bethany UCC Evangelism Committee.

Community Dinners: During the spring and fall months, the Evangelism Committee hosts a free spaghetti dinner for the members of Bethel-Bethel and often the surrounding Sherman Park neighborhood. Following the dinner, a short program is presented.

Ice Cream Social: On a late summer Sunday the, church's basement is transformed into an ice-cream parlor complete with BBQ sandwiches and ice cream treats. Musical entertainment is also provided and varies each year. A small fee for the food items is charged to cover the cost of the food and entertainment.

Multicultural Celebrations: As part of the church's ongoing mission to become an inclusive church, events are held to throughout the year to celebrate the variety of cultural identities at Bethel-Bethany. Many of the celebrations include special music and speakers.

Special Worship Services: Periodically during the year, special worship services are held to enhance the spiritual growth of the members and community of Bethel-Bethany.



Other Events

Bethel-Bethany is constantly looking for new and exciting ideas to help the members of the church get to know one another and the love of God outside of the Sunday Worship setting. Listed are a few of the events held to encourage this:

Computer Lab/Classes: Bethel-Bethany has an on-site computer lab located in the church's Parish House for use by Bethel-Bethany members and the surrounding neighborhood. The computer lab has access to the Internet and e-mail. Also available are word processing, desktop publishing, religious education and tutorial computer programs. During the school year, the computer lab is open twice a week after school for students to come in and use for assistance with their homework. An adult is available at all times to monitor and assist the students as needed. Adult computer classes range in topics from setting up an e-mail account to using a word processing program. Classes are occasionally offered or can be arranged by appointment.

Kids' Club: During the school year on most Tuesday and Thursday afternoons from 4:00 p.m. - 6:00 p.m. school age children are invited to use the computer lab for homework, Internet access and games. Adult supervision is provided to assist with homework and monitor the children. Permission forms are needed in advance before a child may participate in the program.

Youth Group Events: Social events are often scheduled for the BB Youth Group (Grades 6-12) to support their Christian growth and friendships with other Bethel-Bethany youth. Examples of earlier events include; bowling, cookie baking for the Women's Guild Cookie Pack, attendance at city musical events and trips to Six Flags Great America amusement park in Illinois and to local sporting events. All events are chaperoned by adults.

Bethel-Bethany Committees

Church Council

The Church Council consists of ten regularly elected members, plus the pastor as ex-officio.

Executive Committee: The President, Vice-President, Recording Secretary, Finance Secretary and Treasurer Make up the Executive Committee. Each Officer serves a one-year term and is elected preceding the January Congregational Meeting.

The Church Council meets once a month (typically the second Tuesday of each month, unless otherwise noted). Special Council meetings may also be scheduled throughout the year. (The council does not meet in July.)

Council Members are elected by ballot at the Business Meeting held in November.

Officers & Their Duties

President: The President is the official representative of the congregation and, attends and oversees all meetings of the Church Council and congregation.

Vice-President: The Vice-President takes the place of the President during the President's absence or inability to serve.

Recording Secretary: The Recording Secretary is responsible for the minutes of all meetings of the Church Council and congregation and the correspondences assigned to the Secretary. The Recording Secretary is also responsible for keeping a record of the correct membership list that is maintained by the Bethel-Bethany Office staff.

Finance Secretary: The Finance Secretary receives all contributions and maintains proper records of all receipts and their origin. The Finance Secretary also maintains the official membership contribution records and sends financial statements to members yearly.

Treasurer: The Treasurer receives all monies from the Finance Secretary and disburses the funds. The Treasurer maintains a record of all receipts and disbursements that is submitted in a monthly/yearly report to the Church Council.

The Executive Committee will schedule meetings as necessary.

Committee Overview

Bethel-Bethany currently has the following committees: Finance, Christian Education, Properties, Evangelism, Memorial Fund, Endowment (Next Century Fund) and Worship.

Many of the Bethel-Bethany committee consists of the Pastor, or a designated staff person and appointed members. All members of the committees are to be appointed by the Nominating Committee at the January State of the Church Meeting for a three-year term with the opportunity to renew for a second three-year term.

Annual reports are submitted by the Chairperson of the Committee for presentation of the annual State of The Church Meeting.

Christian Education Committee

The members of the Christian Education Committee select and review the Christian educational programs and supervise the training for these programs. The committee also assists the Pastor on the confirmation program and encourages continuing Christian Education for all members.

The Christian Education Committee oversees the following church functions:

- Epiphany activities (January)
- Distribution of Lenten devotional materials to members. Organizing Lenten Bible Studies, Palm Sunday activities and Holy Week activities during the Lenten Season
- Sunday School Completion & Teacher Recognition (June)
- Vacation Bible School (Summer)
- Sunday School "Kick-off" (September)
- Distribution of Advent devotional materials to members. Organizing the Christmas Pageant production and Advent Bible Studies.
- Organizing small group Adult Bible Studies
- Adult After-Church Forum



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- Sunday School Teacher Recruitment & Training
- Nursery Care Scheduling
- Miscellaneous activities as they pertain to furthering the Christian Education of the members of Bethel-Bethany.

Evangelism Committee

The members of the Evangelism Committee work with the staff to develop, implement, or communicate about programs, services and opportunities where by the congregation is nurtured and supported in its mission, outreach to the neighborhood and the world.

The Evangelism Committee oversees the following functions:

- Intercessory Prayer Group
- Caregiver's Group
- Bethel-Bethany Food Pantry
- St. Ben's Meal Program
- Sherman Park Interfaith Program for Older Adults
- Neighborhood Outreach
- Cathedral Center Women's Homeless Shelter
- Publicity
- Urban Immersion
- Church Web Site
- Church Picture Directory
- Phone Calling Tree
- Volunteer Service Opportunities
- Coffee Hour (weekly September through May)
- Lemonade on the Lawn (weekly June through August)
- Community Dinners (Spring and Fall months)
- Annual Church picnic (June)
- Ice Cream Social (August or September)
- Golf Outing (September or October)
- Christmas Caroling (December)
- Miscellaneous activities as they pertain to furthering the mission of the church and reaching out to the neighborhood and city.

Finance Committee

The Finance Committee oversees the following:

Preparation and submission of the Church's Annual Budget for approval at the November Business Meeting.

Maintaining a plan of investments appropriate to the mission of the church.

Arrangements for the annual audit of the church's finance records.

Determination of an investment strategy of the assets of the Next Century Fund (NCF) according to the Investment Policy.

Endowment Committee

The Endowment Committee oversees the following:

Solicitation and promotion of contributions, accepting gifts and making recommendations for the distribution of funds.

Working with the congregation in identifying programs and activities for funding. Funding to be disbursed in the following areas of church mission: Multicultural Ministries, Christian Education and Community Outreach.

Memorial Fund Committee

The Memorial Fund Committee functions under its own Articles of Governance. The Committee is made up of six members, who serve 3-year terms. The Memorial Fund Committee may receive donations in cash or in other property and is managed, administered and paid out by the Memorial Fund Committee.

Properties Committee

The Properties Committee oversees the following:

Any necessary repairs and work with the church staff to maintain the church buildings and grounds.

Makes recommendations regarding unexpected or anticipated major expenditures for the upkeep of the properties,

Nominating Committee

The Nominating Committee oversees the following:

Preparing the nominations for election at the November Business Meeting for: the Church Council, the Nominating Committee, and delegates to the Southeast Association and Wisconsin Conference Annual Meeting.

Preparing the ballot to be presented at the November Business Meeting.

Appointing members to all other congregational committees to be presented at the January State of the Church Meeting.

Worship Committee

The Worship Committee works with the Pastor to coordinate the ministry of music, provides for the needed ushering and see that the sanctuary is in a worshipful condition for all services.

The Worship Committee oversees the following:



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- Communion Preparation
- Communion Service
- Ushers
- Greeters
- Altar cloths
- Altar Flowers (weekly & seasonal)
- Choir & Special Music

Opportunities For YOU at Bethel-Bethany UCC

Volunteering

Choir: The Bethel-Bethany Choir is led by the Church's Musical Director and participates in Worship each Sunday September through May.

Rehearsals are held on Thursday evening from 7:30 –8:30 p.m.

Kitchen Help: Bethel-Bethany has a fully functioning kitchen in the lower level of the church. The kitchen is utilized throughout the year during functions at Bethel-Bethany. Appeals for assistance in the preparation, serving and cleaning up at these events will be announced in the newsletter and worship bulletins.

The Kitchen Chairperson oversees the stocking and replenishing of the supplies, care and maintenance of the equipment and items within the kitchen and scheduling of volunteers.

Communion Preparation / Serving: The first Sunday of each month and on Ash Wednesday, Maundy Thursday, Good Friday, Easter Sunday (early service) a volunteer purchases the bread and prepares the items used during Communion. A coordinator will schedule and instruct the volunteers on the correct procedure for preparation and disposal of the communion materials.

Active members are asked to serve Communion on a rotating basis. A coordinator will schedule and instruct the servers on the proper procedure for serving. Servers are also responsible for gathering all of the communion items (i.e. glasses, bread trays, chalice, etc) after the service and cleaning and storing the items for future use.

Ushers: The Coordinator of the Ushers recruits and organizes volunteers to serve as Ushers before and during Worship and maintains a listing of all Ushers and scheduled dates. Rotation of the Ushers is usually on an 8-week basis. Any changes to the schedule need to be reported the Coordinator of the Ushers.

A Head Usher is assigned to each Sunday morning and serves in organizing the Ushers and their assigned activities on that morning.

Usher responsibilities include; maintaining and stocking items in the pews, collating and distributing Worship Bulletins, collecting the offerings, setting up and clearing of the items on the altar before and after Worship, assisting the pastor as needed, assisting members as needed, maintaining a comfortable environment within the Sanctuary.

Greeters: The Coordinator of the Greeters recruits and organizes volunteers to serve as Greeters before Worship.

Greeters arrive at church 20 minutes before Worship and stand outside the doors leading into the Sanctuary. Greeters are the first smiling faces that members, friends and visitors see on Sunday morning. Greeters are encouraged to introduce themselves to visitors and relay any information that may be relevant to the visitor (i.e. Sunday School, restroom locations, Coffee Hour, etc.)

A sign-up sheet is posted in the Narthex of the church. The name of the Greeter Coordinator is included on this sheet and should be contacted with any questions.

Coffee Hour Host: The Coordinator of Coffee Hour recruits and organizes volunteers to serve as the Coffee Hour Hosts after Worship. These volunteers are responsible for: making coffee, juice (lemonade or punch) setting up and maintaining the service table during Coffee Hour and cleaning-up afterwards.

The church supplies coffee, juice mix, cups and napkins, serving utensils. Hosts may also include a light snack to be enjoyed during the Coffee Hour.

A sign-up sheet is posted in the Narthex of the church. The name of the Coffee Hour Coordinator is included on this sheet and should be contacted with any questions.

Sunday School Teacher/Sunday School Superintendent: The Sunday School Superintendent is responsible for recruiting and training volunteers to serve as Sunday School Teachers on a rotating basis.

Parents of Sunday School students are encouraged to participate in their child's Christian Education by volunteering to be a Sunday School Teacher. Rotation of the teachers is typically 3 to 4 weeks. Younger volunteers (Confirmation age and beyond) are paired up with an adult to assist within the classroom.

Sunday School is held September through May. Sunday School Teacher Training is typically held before the beginning of the school year (September) and throughout the year as required.

Sunday School teachers are asked to prepare in advance for their classes and to present the information to a group of Sunday School students each week (with the exception of the first Sunday of each month and other days as determined by the Superintendent and the Christian Education Committee).

The church supplies all materials needed for the class. Sunday School classes are held on the 2nd floor of the Parish House.

Church Building Flower & Tree Maintenance: The Coordinator of Church's Flowers & Tree Maintenance (a sub-group of the Property Committee) is responsible for the maintenance of the plantings and trees that surround the church.

Responsibilities include purchasing (all expenditures reimbursed), planting, watering, weeding of the flowers in the front of the church. After the growing season, it is the responsibility of the coordinator to prepare the gardens for winter as needed.

The Coordinator is also asked to find a volunteer in the Spring and Fall to prune the trees & bushes the surround the church.

Bethel-Bethany Food Pantry: The Coordinator of Food Pantry (a sub-group of the Evangelism Committee) is responsible for the maintenance and inventory of the



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items on hand in the Bethel-Bethany Food Pantry. Items are distributed from the food pantry upon the discretion of the Pastor, staff and Church Council President.

Members are asked to donate non-perishable food items and toiletries through the year as often as they are able. If donation of these items is not practical, envelopes for monetary donations are available in the pews, at the Usher's desk or upon request from the Church's Office. Items will be purchased with these donations to maintain the Food Pantry.

Special request for particular items will be posted in the church's newsletter and Worship Bulletins.

Altar Flowers: The Coordinator of the Altar Flowers (a sub-group of the Worship Committee) is responsible for the ordering and delivery of the Altar Flowers each Sunday morning. Other responsibilities include collecting monies for the flowers.

Members are asked to fund this activity by signing up to supply the flowers on Sunday morning. A sign-up sheet is on the wall in the Narthex. The price of the flowers can vary. Flowers may be taken home after Worship.

If the flowers are being placed on the Altar in honor of a special occasion or a loved one it can be specified in the Worship Bulletin by contacting the Coordinator or the Administrative Assistant with this information.

The Coordinator of the Altar Flowers also coordinates the special flowers/plants to be placed on the Altar during the Advent and Lenten seasons. Prices of these flowers/plants vary.

Nursery Care Coordinator/Nursery Care Provider: The Nursery Care Coordinator (a sub-group of the Christian Education Committee) recruits and organizes the volunteers to serve in the Nursery during Sunday morning Worship.

The Nursery is located in the lower level of the church and is staffed by an adult. Age appropriate toys and books, are available to the children.

The Nursery Care Provider is responsible for the safety & comfort of the children in the Nursery.

Snacks/bottles/juice can be given to the children while in the Nursery but must be food provided or approved by the parent/guardian.

The parent/guardian of the child is not permitted to leave the building while their child is in the care of the Nursery.

Office Volunteers: ~~Work~~ Throughout the year, the Administrative Assistant is in need of volunteers to assist with church's clerical tasks (i.e. folding, stapling, filing, etc.). Volunteers are normally needed on weekday mornings during regular office hours. Notice of these opportunities will be posted in the Worship Bulletin and/or the newsletter.

There are also clerical tasks that can be performed at home (i.e. label and sealing of envelopes, limited computer work, etc.). If you care to be put on a rotating list to perform these functions, please contact the Administrative Assistant.

Urban Immersion: ~~Work~~ The Urban Immersion program is a vital part of our Outreach Multicultural Ministry. Church groups from around the state are invited to stay at the church for one or three days to observe, experience and assist urban

ministry projects. Possible program sites include; St. Benedict's Meal Program, Hope House (homeless persons shelters), Frieden's Inner City Ministries and Greater Mt. Sinai Church of God in Christ.

Cathedral Center For Women: The Cathedral Center is an assessment and service center that is a collaborative partnership of the Cathedral of St. John the Evangelist parish and five social service agencies. Opportunities are available throughout the year to assist in the short term care of homeless women and children of Milwaukee that reside at this center. Such opportunities may include volunteering on site at the center or donating items/clothing to be used by the women.

Special Offerings

Throughout the year, appeals are made to support the mission of Bethel-Bethany, the Wisconsin UCC Conference and the National UCC. Donations may be made to a mission, or an activity within the church, or to a world-wide offering. Details regarding the Special Offerings are published in the church's newsletter, in the Sunday Bulletin and on the various UCC websites (where applicable.) Envelopes for your donations can be found in the pews of the church, at the Usher's desk or upon request from the church's office.

Bethel-Bethany Special Offerings:

- Food & Shelter (BB Food Pantry)
- BB Special Music Fund
- Next Century Fund (Blue Envelope)

UCC Special Mission Offerings:

One Great Hour of Sharing: The United Church of Christ unites with Christians in eight other Protestant denominations and Church World Service in One Great Hour of Sharing. The UCC annually channels more than \$3 million dollars through One Great Hour of Sharing to humanitarian needs in the world. The One Great Hour of Sharing offering is administered through UCC Wider Church Ministries

Neighbors in Need: The all-church offering of the United Church of Christ to support ministries of justice and compassion in the United States and Puerto Rico. Ministries address hunger, poverty, economic development, human rights, peace-making, violence, racial and economic justice, environmental concerns and public policy advocacy. Neighbors in Need is received on the first Sunday of October, World Communion Sunday.

Fundraising

"We Care" Program: Local Pick N' Save stores contribute a percentage of the total dollars spent by BB members at their stores. To participate, have your "Advantage Cards" updated at the service desk with the Bethel-Bethany number: 055415.

Boston Store Community Day: Boston Store periodically has opportunities throughout the year to purchase a special coupon book for use at their store on



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designated dates. All proceeds from the sales are donated to the church. Volunteers are also needed the day of the event to work at the stores, their total wage is donated to the church.

Luncheon & Bake Sales: Offered approximately 5 to 6 times a year after Sunday Worship in the church's Fellowship Hall. Members donate baked items to sell during the luncheon.

Silent Auction: Donations for goods and services are collected and then posted in the Fellowship Hall for bids by members. Donations are received from the members of the church or the community. Examples of items are; craft items, sports tickets, resort homes, baked goods, services, household goods, sport equipment.

Rummage Sale: Suitable items are donated by members and sold at Bethel-Bethany's Rummage Sale held in the church's basement periodically. Example of suitable items would be: bicycles, furniture, lawn furniture, toys, household goods, books, etc. Because of the lack of space, it is not possible to accept clothing items. The rummage sale is run periodically.

Reaching Out In Our Community

Food, Time & Monetary Donations

Bethel-Bethany Food Pantry: Non-perishable items and paper products donated by the Bethel-Bethany members are kept on hand in the church to be distributed to people in need within the community. If you are in need of any of these items, or know of a person who is, please contact the Pastor.

Sherman Park Older Adult Interfaith Program: This program allows older adults (60 plus) to remain connected with other people and with the help they need to remain independent in their own homes. Volunteers visit with older adults, provide transportation, shop, help read mail, fill out forms, make minor home repairs and help with other daily tasks. As a Neighborhood Outreach Volunteer, you will be matched with an elder whose needs match your schedule and interests and who lives right in our own neighborhood. You can volunteer as often or as little as you wish. More information can be obtained by calling the Neighborhood Outreach staff at Interfaith's Central Office at (414) 291-7500.

St. Ben's Community Meal Program: Established in 1908, St Benedict the Moor has been a gathering place where a rich variety of people have been affirmed and welcomed. Bethel-Bethany provides opportunities for volunteers to assist with this program.

The Cathedral Center - A Shelter for Women and Their Children: The Cathedral Center is a collaborative program that serves homeless women and their children by offering a range of support services at the onset of homelessness to link them to appropriate, ongoing resources for growth and economic stability. Bethel-Bethany members can assist the program by volunteering to work on-site at the shelter (approximately 6 times a years from 6:00 p.m. – 8:00 p.m.) or by providing items that are needed at the shelter (i.e. pillowcases, towels, sheets, toiletries, etc.) or by making monetary donations.



Frieden's Community Ministries - Food Pantry: As part of our service to the community, Bethel-Bethany members are encouraged to bring contributions of non-perishable foods to be distributed by the Frieden's Community Food Pantry. Plastic bins to deposit your donations are located in the church's Fellowship Hall.

Items & Clothing Donations: New or slightly used outerwear is always appreciated and will be distributed to the members/ community of Bethel-Bethany as needed. Other items of clothing are not collected unless indicated in the church's newsletter or bulletin.

Secret Angel: Typically around the Holiday Season, members or people within the community are in need of non-food items to be given as gifts to their family members. Items that are requested will be listed in the church's newsletter and bulletin. Members are asked to purchase items or make monetary donations so that the items may be purchased and delivered to families.

Mitten Tree: During the month of November and December, Bethel-Bethany collects new mittens, scarves and hats to distribute to one or more of the shelters within the Milwaukee area. An evergreen tree is set up in the Narthex of the church and is 'decorated' with these much-needed and appreciated donations.



Official Documents

Faith Documents

The Apostle's Creed

I believe in God, the Father Almighty, Maker of heaven and earth: And in Jesus Christ, his only begotten Son, our Lord; who was conceived by the Holy Spirit, born of the Virgin Mary, suffered under Pontius Pilate, was crucified, dead and buried; he descended into hell; the third day he rose again from the dead; he ascended into heaven and sitteth on the right hand of God the Father Almighty; from thence he shall come to judge the quick and the dead.

I believe in the Holy Spirit; the One Holy Universal Christian Church; the communion of saints; the forgiveness of sins; the resurrection of the body; and the life everlasting. Amen.

The Lord's Prayer

Our Father who art in heaven, hallowed be thy name.

Thy kingdom come. Thy will be done on earth, as it is in heaven.

Give us this day our daily bread.

And forgive us our debts, as we forgive our debtors.

And lead us not into temptation, but deliver us from evil:

For thine is the kingdom and the power and the glory, for ever.

Amen.

UCC Statement of Faith

We believe in you, O God, Eternal Spirit, God of our Savior Jesus Christ and our God and to your deeds we testify:

You call the worlds into being create persons in your own image and set before each one the ways of life and death.

You seek in holy love to save all people from aimlessness and sin.

You judge people and nations by your righteous will declared through prophets and apostles.

In Jesus Christ, the man of Nazareth, our crucified and risen Savior, you have come to us and shared our common lot, conquering sin and death and reconciling the world to yourself.

You bestow upon us your Holy Spirit, creating and renewing the church of Jesus Christ, binding in covenant faithful people of all ages, tongues and races.



You call us into your church to accept the cost and joy of discipleship to be your servants in the service of others, to proclaim the gospel to all the world and resist the power of evil, to share in Christ's baptism and eat as his table, to join him in his passion and victory.

You promise to all who trust you forgiveness of sins and fullness of grace, courage in the struggle for justice and peace, your presence in trial and rejoicing and eternal life in your realm which has no end.

Blessing and honor, glory and power be unto you.

Amen.

Bethel-Bethany Documents

The following Official Church Documents are included in this segment of the Church Handbook. If necessary, revisions will be made and update copies will be distributed to all members of the church for their personal records. Copies are also available upon request from the church's office at 414-442-1281,

Constitution of Bethel-Bethany United Church of Christ of Milwaukee, Wisconsin, adopted January 31, 2000

By-Laws of Bethel-Bethany United Church of Christ of Milwaukee, Wisconsin, adopted January 31, 2000

Next Century Fund Endowment Policy of Bethel-Bethany United Church of Christ of Milwaukee, Wisconsin, adopted November 16, 2003

Investment Strategy Statement of Bethel-Bethany United Church of Christ of Milwaukee Wisconsin, adopted October 4, 2003

Articles For the Governance of the Memorial Fund of Bethel-Bethany United Church of Christ, Milwaukee Wisconsin, revised March 1987

Bethel-Bethany United Church of Christ Vision Statements, March 9, 2003