



# EMANUEL

*United Church of Christ*

## Did You Know?

**Bulletin Board** – the bulletin board is located on the outside of the back wall of the sanctuary (as you exit the sanctuary, turn right and look to your right). This is where the sign-up sheets are posted, such as:

The Gathering: The gathering serves meals to those who would otherwise go hungry. 6 times each year, a group of Emanuel volunteers helps serve a walk-in lunch on Saturday Saint Benedict the Moor at 1015 N 9th St, Milwaukee, WI 53233. The dates assigned to Emanuel Church vary each year and are shown on the sign-up sheet. 15-20 volunteers are needed each time this is done. Usually a carpool is available to help with driving, and the volunteers meet at Emanuel Church at 9AM and are back by 1:30PM.

The Guest House: The Guest House is a shelter for homeless men located on 13<sup>th</sup> and Juneau, and 4 to 6 times per year Emanuel prepares and serves a meal. The group usually leaves Emanuel Church about 5PM on the designated day and drives down together. Three to four church volunteers are needed to help prepare the food and serve dinner to about 80 people. We are almost always done and back at Emanuel no later than 8PM. If you sign up, you will be contacted by the coordinator to arrange the details about how and when you can help.

Sandwiches for the Guest House: If you would like to volunteer to make sandwiches for The Guest House, you can sign up to do so. The sandwiches need to be delivered to church per the instructions on the sign-up sheet so that others can deliver them.

Communion Helper Signup: Two helpers are needed to serve communion on the first Sunday of each month unless it is pew communion and then 8 are needed. This is open to anyone. If you sign up, please be ready to help on that date. Pastor will ask the helpers to come forward. The helpers will hold the wine/grape juice as members come forward. After everyone has received communion place the trays on the communion table. Pastor will offer you bread and then you can choose wine/grape juice. Then you can return to your seats. For Pew Communion check in with the head usher when you arrive. They will go over the procedure with you. After the offering has been taken, everyone who is serving will meet in the narthex. You will line up and process to the front of the church. You will be responsible for serving bread and the wine/grape juice to the congregation while they stay in the pews. Pastor will offer you bread, and then wine after the congregation is served. As a group you will leave the sanctuary.

Ushers: Each Sunday 2 ushers are needed. Interested individuals can sign up on the bulletin board. The ushers are to arrive by 9:00 am, greeting worshippers as they enter the sanctuary and hand out the Sunday bulletin. They also help collect prayer cards and the offering at the appropriate time during the service. The head usher will explain the offering procedure on Sunday.

Fellowship Table: After each service we offer snacks and coffee. Each month there are 4 Elders assigned to contact church members for assistance in serving and providing treats. We usually go through the church membership once a year, so you may be called by an Elder to help with the fellowship hour after worship service. You can also bring treats whenever you wish by signing up for a specific date on the bulletin board (please try to sign-up one month in advance).

Here is a list of the responsibilities if you have been called to help.

1. Coffee needs to be made and should be plugged in before church. Directions for making the coffee can be found by the coffee containers in the Narthex kitchen.
2. Table should be placed at a 90° angle to the bookshelf unit in the parlor. Cover table with cloth found in kitchen. There are several to choose from, the greenish one is used most often.
3. Put snacks on serving plates that can be located throughout the kitchen.
4. Plan on leaving church prior to the ending of church to finish setting up the table. Leaving after the Doxology should allow enough time to set up.
5. Put snacks on table with napkins. Napkin supply is in the lower cupboard to the left of the serving window.
6. Unplug coffee and turn the urns around so coffee can easily be dispensed. Place a stack of coffee cups next to the urns and put out the tray of cream and sugar. Coffee cups can be found under the counter to the left of serving window.
7. Pour some cups of juice to get started (juice is in the refrigerator).
8. Be available to help serve and check the table from time to time.
9. When most people have left, start to clean up. Put food away or take home. If you are leaving food, wrap and put in freezer to use the next week. If table cloth needs to be washed please take it home and return it the following week.
10. Wash and put away dishes and coffee pots (coffee pots are stored on the counter)
11. Please wipe off any tables in the parlor and vacuum the Narthex carpeting.

Sunday Altar Flowers: If you would like to provide flowers for Sunday, sign up on the bulletin board and include the reason and the information will appear in the bulletin for that week. The flowers can be put in the chancel on Sunday morning- there are vases in the small communion room (just to the left of the elevated altar platform) or in the upstairs kitchen. Please try to sign up at least two weeks in advance, and take the flowers home with you after service is over.

Purchasing Flowers: Special fresh flowers are used to decorate the church twice a year—Easter and Christmas. To help defer the cost, individuals are able to purchase them. Usually an announcement is made in church and in the bulletin. Interested people can sign up to purchase a flower. A check or cash should be put in an envelope and marked flowers then placed in the collection plate or turned into the church office. After the service on Christmas Eve or after the Easter service, the flowers that you have purchased may be taken home.

Book Club: The book club meets at the church every other month. The date and book are selected at the book club meeting. Usually the book title and date are posted on the bulletin board and in the Sunday bulletin. All are welcome, even if you haven't read the book.

Spring/Fall Clean-up: The Board of Trustees sets the dates for these clean-up days, and they are almost always on a Saturday morning from 9AM to noon. Both indoor and outdoor tasks are put on a list that gets posted on the bulletin board, so you can either sign up for specific tasks or just show up and help wherever you are needed.

Vacation Bible School: Every summer the Board of Christian Education sponsors a Vacation Bible School for children in grades K3 and older. It is usually held mid-summer for 3 days from 5:30PM to 7:30PM and includes a craft activity, a few songs, dinner, maybe a hike or bike ride around the grounds, games, and storytelling. Each day has a theme. Watch for announcements about the specific days and a sign-up sheet on the bulletin board.

All Church Nature Night: The Board of Christian Education sponsors an all Church Nature Night at Ross Lodge in Whitnall Park (East of S. 92<sup>nd</sup> street). There is usually a hike or two, a craft, some star-gazing, a campfire, dinner and some games. Watch for announcements about the specific days and a sign-up sheet on the bulletin board.

Church Outings: From time to time during the year, the Board of Christian Education sponsors outings to places like a pumpkin hunt at Basse's in Muskego, a sleigh ride at Apple Holler in Kenosha, or a family fun night at Coldstone Creamery. Watch for announcements about the specific days and a sign-up sheet on the bulletin board. The Good News Committee sponsors a Brewers Baseball Game outing in August and a Frazzled Families dinner in the fall. Watch for announcements about the specific days and a sign-up sheet on the bulletin board. The Elders sponsor a progressive dinner in the spring where each dinner course is at a different location (hors d'oeuvres at one house, soup and salad at a different house, the main course at yet another house, and desert at another house). Lunch Bunch meets 3 - 4 times a year at a home or restaurant for lunch. They usually meet on a weekday and open to all. It's a great chance to meet other church members and get to know them a little better. Watch for announcements about the specific days and a sign-up sheet on the bulletin board.

Talent Show: The Worship/Music Committee sponsors a talent show annually in late winter/early spring. Members are encouraged to sign-up and perform, be it singing, dancing, playing an instrument, telling jokes, performing a skit. Watch for announcements about the specific days and a sign-up sheet on the bulletin board.

## **Miscellaneous**

Activity bags for kids: There are bags with coloring books and other activities for kids hanging on a rack in the Narthex – as you stand facing the center doors into the sanctuary, look to your right. Please return the bags to the rack after worship service.

Literature rack: Brochures about Emanuel Church, the UCC, a congregational directory, and other useful information is in the literature racks in the Narthex or vestibule. As you exit the center doors of the sanctuary, turn left and look left.

Emanuel Church Constitution and Bylaws: are available for the asking – please contact the Office Manager.

Prayer cards: are available on the back of each pew. If you have a prayer request, please fill out the card and an usher will collect it during worship service right after children's time with the Pastor.

Children's Christmas Pageant: The Board of Christian Education sponsors a children's Christmas Pageant every year in December. Volunteers are needed to help with costumes, help at rehearsals and during the pageant itself. Watch for announcements about the specific days and a sign-up sheet on the bulletin board.

Augustfest & Car Show: Emanuel has an annual festival in the month of August with Park's Edge Preschool. We have games, music, chicken on the spit, Car Show, bounce houses for kids and much, much more! Augustfest is usually on the first Sunday in August.

Men and Women's Breakfast: The 3<sup>rd</sup> Thursday of each month men and women meet at Meyer's Restaurant (4260 South 76<sup>th</sup> street) for breakfast at 8:00am. All are welcome. Just show up and enjoy.

Liturgist: If you are interested in becoming a Liturgist contact the Office Manager or Pastor. A list of individuals has been established, and then each person is assigned a date. If the assigned liturgist has a date conflict, that liturgist needs to contact another liturgist on the list to trade dates.

Echo: The church newsletter is emailed to members monthly. The Office Manager prepares and emails it to those who have given their email address. Mailed copies are available on request. The Echo is also available at church on the information rack. Articles need to be sent to the Office Manager by the 18<sup>th</sup> of the prior month (electronic files are preferred, but any format is accepted).

Visitor Table: This table is located in the Narthex. It is manned by an Elder each Sunday. The Elder should welcome visitors giving them basic information, answer questions, give them a welcome bag, have them fill out a visitor sheet and provide them with a name tag.

Name tags: Visitor name tags are at the visitor table. Name tags are kept at the table and can be picked up each week. Members have a name tag on the wall. We encourage everyone to wear their name tags. There are baskets located at both doors for members and visitors to put their name tags in as they leave church.

Worship Service Bulletin Announcements: If you would like to have an announcement included in the Worship Service bulletin, please submit it to the Office Manager no later than noon Wednesday.

Announcements during Worship Service: If you have a spoken announcement for worship please move forward to the front seats by the piano during the pastor's greeting. It will facilitate the announcements if you begin moving toward the microphone as the previous person is leaving. Please open by sharing your name and board or committee you represent, and as this time in worship can sometimes grow long -- please keep your announcement to the basic pertinent information you want to share.

Crop Walk: This is a walk in downtown Milwaukee on the second Sunday in October. Interested people gather downtown and walk for hunger. Food donations are collected to benefit persons in need. Watch for announcements about the specific details of the walk each year.

Stewardship: We hold an annual reminder to pledge our response to all that God provides. The results in a proposed operating budget which is then presented during a special meeting of the congregation (usually in December – watch for announcements).

Annual Meeting/Report of the Congregation: This meeting is held every year in February, and the annual reports from all of the Boards and Committees are reviewed, as are the financial reports for the previous year. The candidates for new church officer positions (President, Vice-President, new members of the Board of Trustees, Board of Christian Education, and Board of Elders) are presented and voted upon. Copies of annual reports from previous years are available for viewing by contacting the Office Manager.

Giving Opportunities: Throughout the year the Mission Committee will inform the congregation of giving opportunities. Examples include: Our Church's Wider Mission; One Great Hour of Sharing; Strengthen the Church; Neighbors in Need; Blankets of Hope; Christmas Special Mission Fund (veterans of the Cross); Southwest Interfaith and many others. You are not expected to contribute to each and every appeal. We want to offer multiple opportunities to everyone so that you can contribute to whatever specific appeals resonate with you.

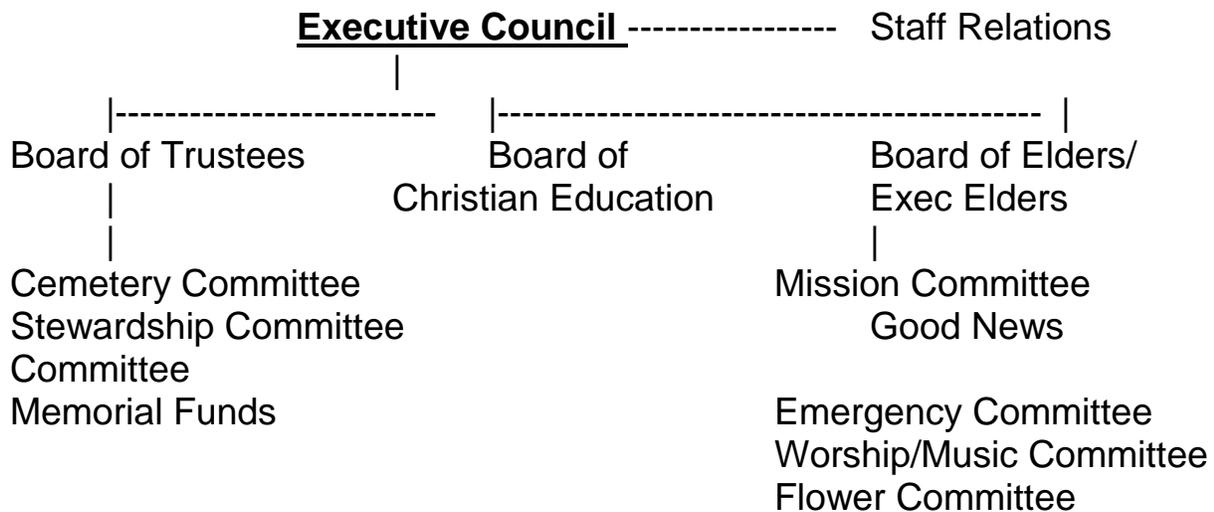
Senior Choir, Youth Choir, Bell Choir: Each of the choirs is always looking for new members – there are no try-outs. If you are interested in joining any of them, please see the Music Director, Beth Ciche.

Committee and Board memberships: Each year, volunteers are needed to serve on these Boards and Committees:

- Trustees** – responsible for administering the business affairs of the church
- Christian Education** – responsible for furthering the spiritual education of all members.
- Elders** – responsible for assisting the Pastor with all spiritual matters of the congregation.
- Stewardship** – develops and organizes the annual stewardship drive to fund church operations, ministries and missions.
- Cemetery** – oversees the operation and maintenance of the church cemetery.
- Worship** – plans all worship related activities throughout the year.
- Mission** – coordinates all mission activities and makes a yearly recommendation to the Trustees on disbursements from the Mission Outreach Fund.
- Good News** – coordinates evangelism and community outreach activities.
- Flowers** – coordinates the decoration of the sanctuary throughout the year.

If you have an interest in serving on any of these Boards or Committees, please contact the Congregation President or Pastor. You may be approached by a member of the Executive Council and asked to serve on one of these Boards or Committees – if you are asked, please prayerfully consider saying yes to the request. A listing of the current members of the Boards and Committees is posted on the bulletin board.

Here is an organizational chart to help you understand which committee functions under which Board:



### **Faith Formation (Christian Education) for All Ages**

#### **Park's Edge Preschool**

Park's Edge is a non-profit Christian based organization which meets in our building Monday – Friday (6 am – 6pm) and is a ministry of Emanuel Church, UCC. We are recognized by the state of Wisconsin with the highest 5-star rating for Preschools and are accredited nationally. We hope the children who come to Park's Edge Preschool will learn a little about God's love for each and every one of them. Emanuel Church, along with the Preschool Director, staff and Board of Directors are committed to serving the people of Hales Corners and other nearby communities. We provide an outstanding program whose goal is to develop the whole child: physically, mentally, socially, emotionally, morally, and spiritually. We offer a variety of programs, and are staffed and equipped to accommodate children from six weeks through twelve years of age. Active members of Emanuel UCC may ask about a discount if they seek the services of Park's Edge.

#### **Child Care During Worship**

While Children are always welcome in worship at Emanuel. The staff of Park's Edge Preschool provides professional child care for infants through age 3 years. Park's Edge is a ministry of Emanuel Church, and the United Church of Christ, 5 star rated in Wisconsin. This is provided during the school year, after Labor Day to Memorial Day. At age 3 the children become eligible and are welcome to join in Sunday School.

#### **Sunday School (Faith Formation) for Children**

All Children are invited to begin Sunday morning in worship. All are invited to come forward for the Children's Time during worship where the leader shares a Christian theme with the children. From September to May the children (ages 3 – 6<sup>th</sup> grade, and on non-confirmation years the youth also) will leave worship after the children's time and attend Sunday School. Parents and Grandparents are always encouraged to help with or observe a Sunday School class, or they may continue in worship as the children are escorted to Sunday School in Kurth Fellowship Hall on the lower level of the church.

### Confirmation (Faith Formation) for Youth

Confirmation is a focused time of learning and experiencing the Christian Faith offered every other year to 7th & 8th grade students (older youth are welcome too). The confirmation program integrates classroom and experiential learning. The students may find themselves studying topics like: the bible, God, Jesus, Holy Spirit, and church history; as well as, going on “outings” like retreat, attending different kinds of worship (Christian or other World Religions), meeting other confirmations, and serving the poor to name a few.

The purpose of the program is to give young people a deeper look at their faith to see if they want to affirm their baptism and become members of this local church. The program begins in September and concludes in May on the years that it is offered.

### Adult Education (Faith Formation) for Adults

While we consider many of the activities listed in this “Did you Know” packet as educational, here are some specific opportunities for Adults that are not mentioned elsewhere.

Our church offers opportunities for Bible Study from September through May.

- 1) A Two-hour day time study is offered Tuesdays from 10:00 – 11:30. We usually study the passages which will be a part of worship the approaching Sunday, but we have done other studies as well including video, book studies etc.
- 2) As well there are other opportunities for education throughout the year offered at different times and by different leadership.

*Emanuel Church, Hales Corners  
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*www.emanuel-ucc.org*  
Church Office Open M-F 9am-2pm

**OPEN AND AFFIRMING**

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