

Trinity Lutheran Church & School 300 Broad Street Menasha, WI 54952



October 2022 Newsletter





Trinity Lutheran Church and School

300 Broad Street Menasha, WI 54952

Church Phone: (920) 722-2662 / **School Phone:** (920) 725-1715 **Church Office Hours:** Monday-Friday, 8:00 am to 3:00 pm

Website: www.trinitymenasha.com

Worship Services (In-Person and Online):

Saturday – 5:00 pm; Sunday – 9:00 am; Wednesday – 6:30 pm

Education Hour: Sunday - 10:30 am

Services will continue to be available for live streaming on Trinity's Facebook page, and for later viewing on YouTube. Check the church website for more details.

Important Dates:

October 1: Bazaar 9:00 AM -3:00 PM
October 2: 9:00 AM Gallery Choir Sings
October 5: SCHOOL NOON DISMISSAL

October 6 & 7: NO SCHOOL

October 8: 9:00 AM Food Pantry

October 11: 9:00 AM-12:00 PM Circuit Pastors Mtg

October 11: 6:30 PM Board of Directors Meeting

October 15: 5:00 PM Worship School Sings and Chimes October 17: Fall Pastor Conference in Madison, 10/17-19

October 21: Grandparents Day October 22: 9:00 AM Food Pantry October 29: Reformation Day

October 30: Reformation Day & Gallery Choir Sings

October 31: SCHOOL NOON DISMISSAL

Holy Communion at Trinity



Communion is again being served at the Altar rail. You have the choice of Common Cup or Individual Cup.

Missing Keyboard

An electric keyboard, in a zipper case, was borrowed from the church. If you are aware of who borrowed it, please contact Nancy Lephart at (920) 277-4388. Thank you.

Gluten-Free Hosts Available

If you prefer a gluten-free host for communion, please talk with one of the pastors before the service.

First Year Catechumens

Our first-year catechism students will be meeting in the Small Fellowship Hall weekly.

Our Mission Statement:

Trinity Lutheran Church and School, Menasha, is a fellowship of Lutheran Christians being empowered by the Holy Spirit through the Word of God and His Sacraments to encourage, refresh, and strengthen both adults and children in the redemptive work of Jesus Christ, while sharing His love with those who do not yet know their Lord and Savior.



Senior Pastor:

♣ Rev. Steven S. Billings

Assoc. Pastor/Principal:

☆ Rev. Keith E. GeRue

Director of Music:

Mr. Tim Reuning

Organist:

Mrs. Nancy Lephart

Trinity Lutheran Church & School

Church Phone: (920) 722-2662 School Phone: (920) 725-1715

OCTOBER 2022

Church Office Hours:

Monday-Friday, 8:00 AM - 3:00 PM

Email:

ChurchAdmin@trinitymenasha.com

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						I TRINITY BAZAAR!! 5 PM Worship In-Person & Online
9 AM Worship In-Person & Online	3 Rev. Billings Sabbath 9 AM Sewing	4 Pastor Billings @ Conf. Little Farmer Tour	5 NOON DISMISSAL Pastor Billings @ Conf. Parent Teacher Conf.	6 NO SCHOOL Pastor Billings @ Conf. LEA Teacher	7 NO SCHOOL LEA Teacher Conferences	8 9 AM Food Pantry 5 PM Worship
Gallery Choir Sings 10:30 AM Educ. Hr. & Sunday School	6 PM Prayer Time 6:30 PM Women's Bible Study	6:30 AM Ladies Bible Study 4:30 pm VB @ Berlin 6:30 PM Board Mtgs	7:30 AM Leadership Mtg 8:45 AM Chapel 6:30 PM Worship	Conferences 6:30 Choir Rehearsal		In-Person & Online
9	10	11	12	13	14	15
9 AM Worship In-Person & Online 10:30 AM Educ. Hr. & Sunday School	Rev. Billings Sabbath 9 AM Sewing 6 PM Prayer Time 6:30 PM Women's Bible Study	9-12 Circuit Pastors Meeting 4:30 pm VB @ Celebration, Appleton 6:30 PM Bd of Directors Mtg	8:45 AM Chapel 7:30 AM Leadership Mtg 12:15-2:30 Clue FVL Fall Play 5th-8th 6:30 PM Worship	3:45 VB Trinity @ Trinity Oshkosh	Popcorn Friday	5 PM Worship In-Person & Online School Sings and Chimes
16	17	18	19	20	21 NOON DISMISSAL	22
9 AM Worship In-Person & Online 10:30 AM Educ. Hr. & Sunday School	Fall Pastors Conf. In Madison Rev. Billings Sabbath 9 AM Sewing 6 PM Prayer Time 6:30 PM Women's Bible Study	Fall Pastors Conf. In Madison 4:30 pm Volleyball @ Fox Valley Christian Neenah	Fall Pastors Conf. In Madison 7:30 AM Leadership Mtg 8:45 AM Chapel 6:30 PM Worship	4:45 PM Volleyball Practice 6:30 Choir Rehearsal	Grandparents Day 8:45 am Chapel	9 AM Food Pantry 5 PM Worship In-Person & Online
23	24	25	26	27	28	29 Reformation
9 AM Worship In-Person & Online 10:30 AM Educ. Hr. & Sunday School	Rev. Billings Sabbath 9 AM Sewing 6 PM Prayer Time 6:30 PM Women's Bible Study	4:30 pm Volleyball, Valley Home School @ Home Parents Night	7:30 AM Leadership Mtg 8:45 AM Chapel 12:30 PM Grace for President PAC 1 st -4 th 6:30 PM Worship	4:30 pm Volleyball @ New Hope 6:30 Choir Rehearsal		5 PM Worship In-Person & Online
30 Reformation	31 NOON DISMISSAL					
9 AM Worship In-Person & Online Gallery Choir Sings 10:30 AM Educ. Hour & Sunday	End of 1st Quarter Rev. Billings Sabbath 9 AM Sewing 6 PM Prayer Time 6:30 PM Women's Bible Study					

WEDDING ANNIVERSARIES - OCTOBER

10/02 BROWN, Amanda & Jasen*

10/06 REUNING, Tim & Jackie

10/07 BATES. Dewey & Kelly O'Connell*

10/09 BORCHARDT, Russell & Karen

10/09 DAHMS, Nathan & Anne

10/09 SOKEL, Ann & Harry

10/11 GAST, Bruce & Lana

10/11 WATSON, Bill & Carla

10/13 FLEISCHER, Shirley & Ernest*

10/15 MEVERDEN, Besty & Donald*

10/15 VITEK, Rudy & Barbara

10/16 RATZBURG, Brian & Linda 10/20 ACKER, David & Eileen 10/20 RISKE, Carl & Karen 10/22 WRIGHT, Norman & Ruth 10/23 CLEVELAND, Andrew & Heather



BIRTHDAYS - OCTOBER



10/01 BUKSYK, Mary Anne 10/02 KISLEWSKI, Jacqueline 10/02 MILOSAVLJEVIC, Lauren 10/03 BOUCHARD, Jeremy 10/03 FURMAN, Miles 10/03 MLODIK, Mitchell 10/03 SOKEL, Laurie 10/06 TORRES, Jaquéline 10/07 REICHERT, Joseph 10/08 WITTMANN, Debra 10/08 WRIGHT, Norman 10/09 DAMROW, Alisha 10/09 HERTZIGER, Henry 10/09 SCHEWE, Barbara 10/10 BELCHER, Lonnie 10/10 BORCHARDT, Karen

10/10 BOUCHARD, Jordan

10/10 MOTTO, Ava

10/10 WRAY, Terry

H A P P V

10/11 GROSHEK, Emberli 10/11 PASHOLK, Elise 10/11 STIER, Jane 10/12 GEHRT, Donald 10/13 KEBERLEIN, Lincoln 10/14 KOHLER, Christian 10/14 TRIMBERGER, Elaine 10/15 GAST, Iris 10/15 HURST, Angela 10/16 MEHL, Ruby 10/16 MILOSAVLJEVIC, George 10/19 ALLEN, Robert 10/20 VOSTER, Ronald 10/21 BAIN, Avaleigh 10/21 BARTELME, David 10/21 WRAY, Teresa 10/22 EMERY, Evan 10/22 GREETAN, Linda 10/23 BRICCO-TOBIN, Sherry 10/23 CONRADT, Mary 10/24 CONRADT, Philip 10/24 SWICK, Christopher 10/24 WENDLER, Kurt 10/26 ALLEN, Betty 10/26 KOHLER, Christine 10/26 THOMAS, Craig 10/27 THOMAS, Ian 10/28 WITTMANN, Jim 10/29 MOTTO, Lambeau 10/30 LOOKER, Samantha



[♣] Trinity Membership Update [♣]

New Members/Transfers In: Released/Transfers Out:

Baptisms:

Weddings: Members Who Have Passed:

 25 For I know that my Redeemer lives, and at the last He will stand upon the earth. 26 And after my skin has been thus destroyed, yet in my flesh I shall see God. Job 19:25-26



Serving Our Lord with Gladness – October 2022

Senior Pastor: Rev. Steven S. Billings Associate Pastor/Principal: Rev. Keith E. GeRue



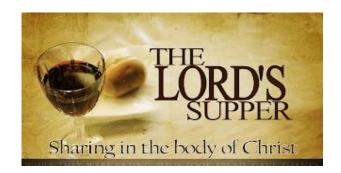
Worship		Elder on	Communion			
Date/Time	Acolyte	Duty	Assistant	Usher Captain	Greeter	Altar Guild
Oct 1: 5:00 pm Oct 2: 9:00 am Oct 5: 6:30 am	Donovan Rausch Levi Kroes	Alan Manteufel Dave Collingwood Brian Ratzburg	Bruce Buksyk Ron Kraus	Roger Voigt Jim Wittmann Dave Acker	JoAnn Schultz Connie Henkel	Jackie Bouchard Volunteer Needed Carol Evensen
Oct 8: 5:00 pm Oct 9: 9:00 am Oct 12: 6:30 pm	Maya Torres Emma Schmidt	Alan Manteufel Dave Collingwood Roger Voigt	Lee Colby Robert Flater	Tom Harrmann Lee Weinig Steve Reinke	Betty Allen Liz Kamprath	Jackie Bouchard Volunteer Needed Carol Evensen
Oct 15: 5:00 pm Oct 16: 9:00 am Oct 19: 6:30 pm	Mirella Taschner Braelyn Boss	Alan Manteufel Dave Collingwood Robert Allen	Ian Thomas Steve Sexmith	Jerry Maynard Steve Sexmith Dave Acker	Barb Kester Jane Nielsen	Jackie Bouchard Volunteer Needed Carol Evensen
Oct 22: 5:00 pm Oct 23: 9:00 am Oct 26: 6:30 pm	Melani Gast Dylan Kobs	Alan Manteufel Dave Collingwood Craig Thomas	Dan Siebert Paul Collingwood	Lee Colby Dave Collingwood Steve Reinke	Dan & Peggy Dahms Rosemary Collingwood	Jackie Bouchard Jackie Bouchard Carol Evensen
Oct 29: 5:00 pm Oct 30: 9:00 am	Donovan Rausch Levi Kroes	Alan Manteufel Dave Collingwood	Vance Pues Lee Weinig	Roger Voigt Jim Wittmann	JoAnn Schultz Connie Henkel	Jackie Bouchard Volunteer Needed

Altar Guild Help Needed

Trinity is in dire need of volunteers to serve on our Altar Guild team. Tasks are:

- Wednesdays: Set-up and clean up the altar
- Saturdays: Set-up and reset the altar
- Sundays: Clean up communion and deliver flowers to a designated member of Trinity

Setting the Lord's Table is truly an honor and blessing. Please contact Kari Lindner at (928) 279-7192 to become a member of our team.



Upcoming Events

TRINITY'S BAZAAR Saturday, October 1, 2022 9:00 am to 3:00 pm

This will be a great shopping experience with unusual and distinctive items and crafts from local vendors. Things like:

- Make your own beaded bracelet or ornament. From Glass Fusion, we will have crosses, pumpkins, & ornaments and other products!
- Our Antique/Vintage and Collectibles booth!
- The Dollar Store and a fundraiser by Trinity Lutheran School students.
- Trinity Ladies Aid will have their awesome homemade sweets.

 Order them ahead and pick them up at the Bazaar.
- Our Praise Him Café is a must if you're looking for a good cup of coffee and a cinnamon roll. They are sure to please! Stay and have lunch at the Café.



Trinity's Gallery Choir

Lift your voice in praise with us on Thursday's, 6:30 pm – 7:30 pm. Learn the language of music as you sing. Contact Connie Henkel (920) 257-6590 or sonshine_54952@yahoo.com.

Trinity Bake Sale—October & November Pie/Cake Order Form

During the months of October and November the Ladies Aid/LWML will have their pie & cake sale. We will take orders for several kinds of pies.

Pies that can be ordered:

•APPLE \$15: Please specify regular crust or crumb crust.
Regular Crust: Crumb Crust:
•CHERRY \$15: cherry pie(s)
•KEY LIME with graham cracker crust \$12: key lime pie(s)
•PECAN \$!5: pecan pie(s)
PUMPKIN \$12: pumpkin pie(s)
BLUEBERRY \$15 blueberry pie(s)
•LEMON MERINGUE \$15 lemon meringue pie(s)
•CUSTARD OR COCONUT CUSTARD \$12 plain custard pie(s) coconut custard pie(s)
•COCONUT CREAM WITH MERINGUE \$15 coconut cream pie(s)
BANANA CREAM WITH MERINGUE \$15 banana cream pie(s)
•NEW YORK CHEESE CAKE \$15 cheese cake(s)
•ANGELFOOD CAKE FROM SCRATCH \$12 angelfood cake(s)

PLEASE EMAIL ALL ORDERS TO DOTTIE KRAUS at: rkraus001@gmail.com or call (920) 991-2705 and leave a message if no answer. WE WILL DO OUR BEST, AND THANK YOU!





Catechetical Comments

A Series

THE APOSTLES' CREED

This month we continue our look at The Apostles' Creed and consider the following questions: *In what ways does the triune God make Himself known?*

92. In what ways does the triune God make Himself known?

The *Small Catechism* begins its answer to this question by saying:

A. Through the existence of the world (natural knowledge of God).

It then offers the following Scripture passages in support of this answer:

Ps. 19:1 – The heavens declare the glory of God, and the sky above proclaims His handiwork.

Rom. 1:19-20 – What can be known about God is plain to them, because God has shown it to them. For His invisible attributes, namely, His eternal power and divine nature, have been clearly perceived, ever since the creation of the world, in the things that have been made.

Heb. 3:4 – Every house is built by someone, but the builder of all things is God.

It doesn't take a rocket scientist to look out his window and realize that all he sees had to come from somewhere. And the explanation given by evolutionists simply doesn't make sense.

There is not one scrap of evidence to support Darwin's claim that all life evolved from a common ancestor. What evidence is found in the fossil record proves incontrovertibly that Darwinian evolution does not work.

Michael Denton – himself an evolutionist – in his book *Evolution: A Theory in Crisis* presents example after example of how this theory has failed. Darwinian molecules-to-man evolution is a theory that has been more than sufficiently disproved. The fact that mainstream scientists continue to foist it on us and our children betrays an anti-Christian agenda bent on destroying faith in the Creator of the universe.

The universe itself proves the existence of God. The passages quoted in the *Catechism* make this plain. "The heavens declare the glory of God, and the sky above proclaims His handiwork" (Ps. 19:1). Even if the Big Bang actually occurred, what was it that exploded and where did it come from? Eventually, you can back up only so far before you bump into the fact that something had to be created. And, if there is a creation, there must be a Creator.

Why, then, would anyone not believe that God is the Creator? Because, if there is a Creator, then we are accountable to Him. Our generation does not *want* to be accountable to God; we do not want God telling us what we can and cannot do. We are spoiled children who insist on having things our way. To allow for the existence of God puts boundaries around us that we don't want. So, what do we do? Eliminate God!

But the world in which we live argues against that. The only reason a creationist explanation of our universe is rejected is because our world rejects its own Creator. \(\frac{1}{2} \)

Humbly in His service, Rev. Steven S. Billings Senior Pastor

OCTOBER SCHOOL NEWS FROM THE PRINCIPAL

Fall is an exciting time to be a part of the church. We seem to "come alive" with programs, classes, and seeing more people in church again. This year, more than ever, we are filled with a longing and desire to see each other. Last year we were just finding our way out of the pandemic safeguards and there was still uncertainty about coming back. This year we are starting new and fresh!

- 1. Join us for the Divine Service on Saturday at 5 pm; or Sunday at 9 am, or a third option is Wednesday at 6:30 pm. We hope to see more of you join us! Our worship is a time to come together to hear the Word of God, and receive His gifts of Forgiveness for us. We long to rekindle old relationships and welcome everyone back into community. We are reminded each week of the power of being together with care for each other. Each one of you is an important part of our family of faith!
- 2. Sunday school has started back up, at 10:30 am on Sundays. We invite all children of the congregation and school to join us!
- 3. Confirmation meets on Wednesday evenings from 5-6 pm. Confirmation is for 6^{th} - 8^{th} graders. It's a time when our 6^{th} - 8^{th} graders gather and learn about God, the Bible, and living the Christian life of faith.
- 4. Don't forget our numerous opportunities for bible study.
 - Among them are: 10:30 AM Sunday "The Letter to the Romans." with Rev. Alliet & Rev. Billings Large Fellowship Hall
 - 10:30 AM Sunday Young Adult Bible Study "Micah" with Rev. GeRue Conference Room
 - 10:30 AM Sunday—Book of Isaiah with Blaine Henkel
 - 6:30 PM Monday Women's Bible Study, "Joy: A Study of Philippians" by Deb Burma, Large Conference Room. Contact: Connie Henkel
 - 6:30 AM Tuesday Ladies Bible Study, 12 Ordinary Men: How the Master Shaped His Disciples for Greatness, and What He Wants to Do with You with Dottie Kraus
 - 6:00 AM Thursday Men's Bible Study, Book of Romans with Steve Reinke, Large Conference Room
 - For more information, please get in touch with the contact person listed above, or contact the church office.
- 5. Are you interested in Adult informational class? If so, please let Pastor GeRue know what time and day works best for you. Adult information class is a time to review what the Lutheran Church and school teaches. It also gives an opportunity to become a communicant member of Trinity, if you desire.
- 6. And there are many more activities and opportunities at Trinity. Watch for more information in upcoming Newsletters and Tiger tracks.

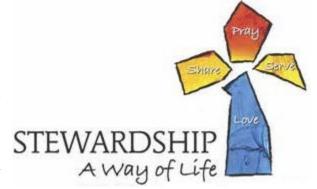
I pray that you find a way to be a part of all we are doing in being God's people Making Disciples for Life. In Christ,

Rev Keith E. GeRue Associate Pastor and Principal

October Stewardship Message:

Life Cycles of Stewardship

You know this person....the one who always seems to be active in many of Trinity's events and outreach. The one who is there to greet and lend a helping hand. The one who does the job, even if



they are the only person to volunteer. We have those people in our fellowship, and you likely know their names.

Here's the thing – if I said this same thing 10 years ago for example, people would have again nodded their heads "Yes". But, it probably would have been a different group of names.

Let's call this the life cycle of Christian Stewardship. Here at Trinity, we have been blessed over many years to see this life cycle flourish, as members have been guided by the Holy Spirit to get involved, get more involved, (and in some cases EVEN MORE INVOLVED) with the Stewardship of time and talent, until health, age, or other circumstances limit their ability to serve as actively. Now, the great thing (and our Lord would have it no other way) is that these life cycles of serving aren't all alike. Some are longer or shorter, some ebb and flow. But God uses all Stewardship life cycles, and each of us - the people behind them, to grow his Kingdom in and through Trinity.

So, why is this important? It is a reminder that God needs <u>all</u> of us, moved by His love for us, to step into these roles as He guides. There may be some here that are needing to take on less Stewardship efforts. This is a perfect opportunity for us to step into those roles.

How do we do it?

- 1. Ask God for His guidance
- 2. Go up to that Trinity person that you are thinking of, and ask how you can help.

That's it! And, don't be discouraged if you do not get immediate results. Try again.

One more thing; <u>and this is IMPORTANT</u> – In the Gospel of Luke we find the very familiar account of Mary and Martha. Martha is upset that while she is busy preparing a meal for Jesus, her sister Mary sits listening at His feet. Jesus



gently chides her - "Martha, Martha, you are anxious and troubled about many things, but one thing is necessary. Mary has chosen the good portion, which will not be taken away from her." We may desire to serve our Lord through Trinity, and even have great intentions on how we're going to do so. But, in order for our Stewardship of time and talent to be complete,

we need to be involved in the *one needful thing*, His Word, through our participation in Worship, Bible Study and our prayer life. It is only through sitting at our Savior's feet that we see what a blessing it is to be able to serve Him.

God loves you and has plans for you!

HANDBELLS!!

Get excited about raising \$\$\$ for 2 octaves of Malmark Handbells!!

Our first Fundraiser is ...

Buy-A-Bell! ... starts NOW!

See the Info in the Narthex!! ... \$\$\$

(Buy a BELL (or two or three...), a TABLE (or more), the

set of **GLOYES**, the **FOAMS**, the **FOLDERS**, the **MALLETS**, one (or more) of the **TABLE COYERS** ...)

We'll also do more fundraisers, including a recital/concert or two (not yet determined).
... and ... How 'bout a Sale or three? ©•

And if you'd like to donate some \$\$\$, please feel free!! We already have some donations!! Thank you!! ♥

Don't forget to think about signing up to RING HANDBELLS! (Sign-up sheet on the wall in the Narthex - Name/Phone) No experience necessary ... Just smiles ... (and counting)

Any questions: Call Rose 608.213.2644

BBBuy a BBBell...

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G#4
      $400
                G5
                     $300
                                   $400
  G4
                     $400
  G#5 $300
                                   $300
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                              F#5
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     $200
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Buy a:

[Fabric for US to SEW!!! OURSELVES]

Write a check, put it into your Trinity envelope and mark it "Handbell Fund"! If you'd like a specific bell or other purchased with your donation, place a note in your envelope and we'll label that Bell/Table/etc. ... **SOLD**!! Thank you! Any questions, please see/call Rose at 608.213.2644.

From Your Parish Nurse...



3 Signs It's Time for a Rest Day

When you're consistently hitting the gym and feeling great, it can be hard to take a break. After all, exercising offers a boost of feel-good endorphins in addition to the many other health benefits.

But taking a break at least one day each week from your workout routine could benefit you more than going to the gym every day. Here are a few signs that your body is ready for a rest day:

- If your muscles are consistently achy for more than a day, you may be overworking them, leading to injury.
- If you've been feeling agitated or stressed more often than usual, it could be a sign that you need a mental and physical break.

• If you're noticing changes in your sleep patterns, like napping more than usual or needing to go to bed significantly earlier.

Motion is Medicine

When we think of protecting fragile things, we usually picture storing breakables in a cabinet, or keeping them locked in a safe place where nothing can hurt them.

And while we only get one spine, the best way to protect it is much different. In fact, the best way to ensure your spine works properly for years to come is to keep it moving! You may even find it helps with back and neck pain or sore muscles.

For our spines, motion is medicine, and it's important to make sure your spine gets its daily dose of movement regularly. As many of us sit for work each day, consider this your reminder to get up and take that walk during your lunch break. Setting alarms every couple of hours on your phone can help remind you to stand up and move.

What are some of the ways you sneak movement into your day?

This article was reprinted with permission from Synergy Chiropractic and Wellness Center.

Healthy Living with Diabetes

This workshop is designed to help adults with type 2 diabetes or pre-diabetes learn self-management skills and increase their confidence in managing their diabetes.



- Complements existing treatments a participant receives
- Improvements in blood sugar levels and A1C
- Fewer doctor and ER visits

MENASHA

CITY HALL

100 Main St

Tuesdays, 10am-12:30pm

Oct 11- Nov 15

\$15 for 6 week session includes workbook

REGISTER:

Call: (920) 232-3000

Winnebago County

Health Department

COVID19 Protocols in place

Scholarships available







GO TO WINNEBAGOPUBLICHEALTH.ORG FOR MORE



What is Healthy Living with Diabetes?

A workshop PROVEN to help people with diabetes improve blood sugar levels, decrease health distress and hypo- and hyperglycemia. Participants also feel more confident in their ability to communicate with physicians and have fewer doctor and emergency room visits and fewer hospitalizations.

This interactive workshop meets for 2 ½ hours, once a week for six weeks. People who take this workshop learn techniques to deal with the symptoms of diabetes, learn about appropriate exercises, use of medication and healthy eating strategies. This class will improve health, health behavior, and a sense of confidence in managing diabetes. The class will also increase confidence and minimize the adverse effects of diabetes.

There is a" Healthy Living with Diabetes" class being offered in your area!

Where: Menasha City Hall, 100 Main Street, Menasha

Dates & Times: Tuesdays, 10am-12:30pm

October 11 through November 15

Cost: \$15 for 6-week session (includes workbook)

Please call the Winnebago County Health Dept to register or for more information: 920-232-3000







Fundraising Profit Policy

- 1. Fundraising and Building Usage forms must be filled out at least 30 days prior to the event and turned in to the Church Office. This includes Lent and Advent dinners. See the form attached.
- 2. It must be indicated on the fundraising form what the funds are being raised for. If funds are being split between more than one project, it must be written how the funds are to be distributed. If nothing is indicated on the form, the funds will go to the General Fund account.
- 3. Counting the proceeds from the fundraiser/event must be completed by at least two non-related individuals that are 18 years of age or older.
- 4. At no time shall anyone under the age of 18 handle any cash for a fundraiser or event here at Trinity, without adult supervision.
- 5. Funds need to be put into a cash bag (can be found in the Finance Room) along with all the counting paperwork. **Funds must be locked in the safe**. Any head usher can assist you with this.
- 6. At no time, should the funds leave the premises.
- 7. Any changes to fundraising allocations must be approved by the Fundraising Committee and should be submitted to the committee director in advance of the event.

If reimbursements are needed: Turn your receipts into the Church or School Office and you will receive a check for your expenses. You may also turn in receipts to the Church Office to receive credit for a donation with no reimbursement. Receipts must be returned to the Church or School Office within two weeks of the event in order to receive reimbursement. After the two-week deadline a Charitable Contribution form will be given in lieu of reimbursement.