



LAKEWOOD UMC HANDBOOK



Open Hearts. Open Minds. Open Doors.

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 [Lakewood Erie](https://www.facebook.com/LakewoodErie)

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Welcome to Our

Lakewood UMC Handbook

Lakewood would like to welcome you to our church family. You are invited to participate in all that God has planned for you here at Lakewood. We depend on your openness and service to be an active member to assist us in helping people to discover, experience, and know the love and presence of Jesus Christ.

This handbook will help you understand the systems within Lakewood, the opportunities available to your personal growth, and the people who are available to support you as you discover God's plan for you.

May you find your home at Lakewood and connect with others in a meaningful way.

Vision Statement

To help people discover, experience, and know the love and presence of Jesus Christ.

Mission Statement

To introduce people to Jesus Christ by inviting, welcoming, and engaging.

To nurture disciples of Jesus Christ through a network of small groups and Bible Studies.

To provide Christian worship, educational and fellowship opportunities for all.

To provide mission and service opportunities locally and globally.

Purpose Statements

We will strengthen current opportunities and develop new opportunities for spiritual growth that foster genuine relationships.

We will create opportunities to connect to the community that builds genuine relationships.

STAFF

Pastor: Kathleen Schoeneck
814-341-8552

Lay Visitor: TBD

Administrative Assistant: TBD
814-833-4131

Education Director: Pam Anthony
814-450-4819

Youth Leaders: Jackie & Jeremiah Bull
814-323-6805

Music Director: Jeremiah Bull
814-881-8765

Organist: Carolyn Sanford
814-882-9552

Preschool Director: Diana Klochak
814-833-5787

Custodian: John Thorr
814-651-1379

Childcare Attendant: Katy Gilchrist

CHURCH OFFICERS

Staff Parish Relations: Debbie Bisbee
814-897-6785

Trustees: Curt Spicher
814-397-6538

Council: Jackie Bull
814-323-6805

Finance: Bob Kostek
814-882-5084

Worship: Roberta Paul
814-838-4767

COMMITTEES

SPRC – STAFF PARISH RELATIONS COMMITTEE

Members Chair: Debbie Bisbee

2023: Debbie Bisbee / Russ Fisher / Susan Kardos

2024: Sharon Swanson / Lynn Kendall / Chuck Minnick

2025: MJ Giacomelli / Denny Morell / Jim Robertson

Lay Delegate: Roberta Paul

Lay Leader: Chris Tolbert

Responsibilities and Duties:

- Hiring and termination of staff.
- Staff evaluations, salary determinations.
- Staff, Pastor, and Congregational Evaluations.
- Monitors, revises job descriptions and employee handbook.
- Show staff appreciation for their efforts throughout the year.
- The ideal number of members is 9.

Meeting Time

3rd Tuesday of the Month at 6:30 p.m.

Contact Information

Debbie Bisbee: 814-897-6785

dabisbee5@gmail.com

BOARD OF TRUSTEES

Members Chair: Curt Spicher

2023: Jeremiah Bull / Curt Spicher / Dave Fresch

2024: Paula Wettikin / Christine Kell / Jerry Kardos

2025: Dan Bortner / Sharon Pike / Greg Stelter

Responsibilities and Duties:

- Cares for church building and grounds.
- Cares for parsonage.
- Administers Lakewood scholarships.
- Manages memorials and endowment funds.
- Manages Oakmont rental property.
- Manages use of church building.
- Manages renovation of church through myLakewood Campaign.
- 9 Members is ideal. Non-member participation is encouraged.

Meeting Time

2nd Wednesday of the Month at 6:30 p.m.

Contact Information

Curt Spicher: 814-397-6538

cspicher@roadrunner.com

CHURCH COUNCIL

Members: Chair: Jackie Bull

Vice Chair: Chris Tolbert

Secretary: Julie Goodman

Pastor: Kathleen Schoeneck

SPRC: Debbie Bisbee

Trustees: Curt Spicher

Worship: Roberta Paul

Lay Delegate: Roberta Paul

Alternative Lay Delegate: TBD

Preschool: Donna Moren

Members at Large: Roger Pike, Jan Day, Greg Stelter, Emily Killian, Richard Lapadat

Responsibilities and Duties:

- Governing body of the church.
- Determines God's call to the congregation for ministry.
- Plans and establishes goals for the church, implements action plans and evaluates the effectiveness of the ministries.
- The team votes on all items concerning the church, such as budgets, goals, staff raises, etc.
- The Council consists of chairpersons of each committee, pastor, lay leader, church council chair and at large members.
- Council welcomes non-members to assist with the group projects.

Meeting Time

3rd Wednesday of the Month at 6:30 p.m.

Contact Information

Jackie Bull: 814-323-6805

missjackie77@hotmail.com

MEMBERSHIP

Members: Chair: Jean Shirley

Nancy Lamanna - Bonnie Heiges - Suzie Rosendahl - Robert Yates

Responsibilities and Duties:

- Send out notes to inactive members.
- Encourage members to attend services.
- Monitor members' attendance and activity to identify inactive members.

FINANCE

Members Chair: Bob Kostek

Treasurer: Rich Estes

Finance Secretary: TBD

Money Counters: Jim Kell, Linda Brown

Auditors: Julie Kostek, Jeremiah Bull, Roberta Paul

MyLakewood Campaign: Bob Kostek, John Marsden

Responsibilities and Duties:

- Follow giving trends of church.
- Review expenses.
- Complete budget.
- Report numbers to Church Council.
- Coordinate with SPRC to determine salaries.
- Conduct an annual audit.
- Tabulate offerings and other monies.
- Responsible for teaching a biblical understanding of abundance and generosity and stewardship of all resources.

Meeting Time

As needed

Contact Information

Bob Kostek: 814-882-5084

bkostek623@aol.com

WORSHIP

Members Chair: Roberta Paul

Video production: Russ Fisher

Sound Technician: Jim Kell

Communion Stewards: Bonnie Heiges & Ann Dill

Greeter Coordinator: Maria Spicher

Members at Large: Karen Ericson & Debbie Turner

Lay Liturgist Coordinator: Kathy Fisher

Altar Guild: Sarah Bull & Kat Dolan

Organist: Carolyn Sanford

Music Director: Jeremiah Bull

Ushers: Tim Reinke

Responsibilities and Duties:

- Plans the Liturgical Season
- Coordinates all aspects of the worship service

Meeting Time:

Bi-monthly, Sunday at 11:45 a.m.

Contact Information

Roberta Paul: 814-449-1356

bertachris@yahoo.com

MINISTRIES

MISSIONS

Members Chair: Chris Paul

Barb Gerarde Rich Giacomelli

Karen Ericson Lisa Medina

Chip Fried Cindy Minnick

Joan Gailbraith

Meeting Time:

Generally 2nd Tuesday, 6:30 pm

Contact Information

Chris Paul: 814-460-2772

bertachris@yahoo.com

How We Serve:

- Participate in local, national, and international mission projects identified by committee.
- Engage in coordinating local mission projects such as Erie City Mission and Our Neighbors' Place overflow shelter.
- Coordinate a collection of needed items for organizations such as EUMA, UMCOR (emergency supplies), overflow shelters, and healthcare for the homeless.
- Raise funds for missions and distribute annual mission endowment.
- Coordinate collection of shoes for EUMA and All God's Children Ministries.
- Coordinate LUMC involvement in CROP Walk and Walk for a Healthy Community.
- Fundraise and coordinate mission trips when they arise.

PRAYER SHAWL

Chair: Bonnie Heiges

How We Serve:

- Create items made from yarn for those in need while praying for the person who will use it.
- Donate created items for gifts to local agencies, Sarah Reed Nursing home residents, Soldiers and Sailors Home, and schools.
- Provide prayer shawls to those who need comfort and God's grace.
- Always accepting yarn donations.
- ANYONE interested is encouraged to participate!!!

Meeting Time:

Contact Information

Bonnie Heiges: 814-833-1787

beheiges1048@gmail.com

HEALTH

Members Chair: Maria Spicher

Suzie Rosendahl Jeannie Elwell

MJ Giacomelli Kim Bowers

Cindy Swearingen

How We Serve:

- **Tracy/Asbury Backpack.** Teams of 4-6 people fill bags with cereal, snacks, canned goods, etc. every Wednesday. (AM or PM teams). Drivers deliver to schools each Thursday.
- **Journey Through Grief.** Booklets given at 1, 3, 6 and 12 months after the death of a family member.
- **Backdoor Readers** on various health topics posted on the back of bathroom doors.
- **Transportation Ministry.** Rides to appointments, etc.
- **Church-wide walking programs.** Example: Walk Around the World.
- **Speakers on health issues** relevant to LUMC.
- **Produce Express.** Help with weekly food distribution through Second Harvest Food Bank.
- **Support and Encouragement.** Cards, texts, phone calls to members and families as needed.

Meeting Time: As needed

Contact Information

Maria Spicher: 814-397-8545

mspicher@roadrunner.com

PRAYER

Members: Chair: Lisa Medina

Margueritta Estes Jackie Bull

Chip Fried

Prayer Chain Coordinator: Pastor Kathleen Schoeneck

How We Serve:

- Pray through Adoration – Contrition – Thanksgiving – Supplication.
- Pray for those on the Prayer List.
- Notify the Prayer Chain of requests.

Prayer Chain Requests: Call, text, or email Pastor Kathleen.

Meeting Time:

Wednesday at 6:30 p.m. in the Prayer Chapel

Contact Information

Lisa Medina: 814-873-5520

lmedmex@aol.com

Prayer Chain Contact Information

Pastor Kathleen: 814-341-8552

kamspreaches@gmail.com

OUTREACH

Members: Chair: Hal Kendall

Jim Robertson Rose Helsley

Rich Wettekin Lauren Steele

Jimmy Xelo

Mina Xelo

How We Serve

- Develop ways to connect people to Lakewood church and God.
- Develop ways for people to fellowship and build connections and relationships.
- **Lakewood Park Party** – coordinate an annual event in the park for the neighborhood.
- **Laundromat Day** – spend time at the laundromat and pay for guests to clean their laundry.
- **Fellowship Café** – hosts a monthly concert, drinks, and snacks in Fellowship Hall.
- **Welcome to Lakewood bags** – create bags with information and gifts for visitors and guests.

Meeting Time:

2nd Thursday at 6:30 p.m.

Contact Information

Hal Kendal: 814-490-5213

halakendall@gmail.com

MUSIC

Director: Jeremiah Bull

How We Serve

- **Bell Choir:** a handbell ensemble of 5 octaves consisting of 10-11 members. Practices weekly and plays monthly at the Sunday worship service.
- **Chancel Choir:** a choral group of 12-15 members. Practices and sings weekly at the Sunday worship service.

Meeting Time:

Bell Choir - Thursday at 6:00 – 7:00 p.m.

Chancel Choir - Thursday at 7:00 – 8:00 p.m.

Contact Information

Jeremiah Bull: 814-881-8765

jeremiahbull@hotmail.com

BEREAVEMENT

Members: Chair: Bonnie Heiges

Jim Kell: 814-734-7912 jimkell47@gmail.com

Jane Hasley: 814-838-4653 sam111837@aol.com

Sandy Hess: 814-602-6953 sandi7191976@yahoo.com

How We Serve

- Contact the family for information about the number of attendees and dinner type.
- Contact the congregation to make side dishes and desserts.
- Orders and picks up ham, rolls, salad, and supplies as needed.
- Coordinates hall set up including tables, drinks, and place settings.
- Organizes food placement on the serving tables.
- Coordinates cleanup and dishwashing.
- Cleans and organizes the kitchen, pantry, appliances and supplies.

Meeting Time:

As requested by a family.

Contact Information

Bonnie Heiges: 814-833-1787

bheiges1048@gmail.com

EDUCATION

Director: Pam Anthony

How We Serve

- Plans and organizes Sunday Morning “LIVE” with Jesus groups from preschool through adults.
- Monitors Safe Sanctuary practices and compliance requirements for teachers and volunteers.
- Research materials for curriculum use.
- Organizes quarterly “Faith Share” events.
- Plans and organizes Vacation Bible School.

Meeting Time:

Events and classes as scheduled.

Contact Information

Pam Anthony: 814-450-4819

pkayanthony@yahoo.com

Preschool Advisory Committee

Members: Chairperson: Donna Moren - 2024

Co-Chairperson: Jackie Garnon - 2025

Secretary: Sandi Hess - 2026

Financial Secretary: Joan Galbraith – 2025

Director: Diana Klochak

Rae Lynn Belknap - 2026

Pat Reinke - 2024

Linda Brown - 2027

Meeting Time:

January, May, August, and November.

May have additional meetings if needed.

Contact Information

Donna Moren: 814-449-7620

dsm719@gmail.com

How We Serve

- Each child is unique and deserves to have a fun and caring learning environment. children should have a high-quality early education where they can reach developmental milestones.
- Our teachers create a positive, solid academic and social foundation where children can reach all educational milestones, leading in increased independence and self-confidence.
- Our staff will provide a caring environment to enable children to learn and grow by teaching, sharing proper values and being an appropriate role model. Parents are a child’s first teacher. Involved parents enhance a child’s education and social growth.

SONLIGHT PUPPETS

Director: Norma Buerk

How We Serve

- Develop and prepare puppet shows that share the Gospel message of Jesus.
- Present a children’s message during the church Service monthly.
- Perform the show for church events and outside organizations as requested and scheduled.

Meeting Time:

Thursday at 7:00 p.m.

Contact Information

Norma Buerk: 814-450-7162

SMALL GROUPS

United Methodist Men (UMM)

Purpose: An opportunity for all men to gather to listen to guest speakers, participate in service projects and outings, and engage in discussion groups.

Meeting Time: Monthly as posted in the bulletin.

Contact Person: Dan Bortner – 814-573-1152

Women’s Bible Study

Purpose: A time for women to explore, share and deepen an understanding of scripture through published studies.

Meeting Time: Wednesdays at 9:30 a.m. in the library.

Contact Person: Betty McKnight - 814-969-8764

Epilogue

Purpose: A support group for those who have lost a spouse.

Meeting Time: Monthly lunch announced in the bulletin.

Contact Person: Sarah Hellman - 814-838-3169

United Women in Faith– UWF (formerly UMW)

Purpose: An opportunity for all women to gather, to listen, to participate in service projects and outings, plan spiritual events, and support one another and families.

Meeting Time: 2nd Saturday of the month at 10 a.m.

Contact Person: Debbie Bisbee – 814-897-6785

Youth Group

Purpose: Helping youth in 6th – 12th grade to discover, experience and know the love and presence of Jesus Christ.

Meeting Time: 2x monthly as scheduled

Contact Person: Jackie Bull – 814-323-6805