



GRACE
LUTHERAN
CHURCH

Worship with Holy Communion
Sundays at 9:00 a.m.

Fellowship & coffee time at 10:00 a.m.
Active Grace Sunday School 10:00 – 11:00 a.m.
Adult Education Hour 10:15 a.m.

Office Hours 9 a.m. – 3 p.m., 1 p.m. on Fridays

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Inside This Issue...

- 2... Celebrations, In Sympathy
Set your clocks back
- 3... Spotlight: Centering Prayer,
Women's Circles
- 4... Dedications, Finance Highlights
- 5... Grace Kids Care, Choir, Music
- 6... Youth Ministry News: Active
Grace Fair, Confirmation students
- 7... Calendar and Events
- 8... LSI Update, DMARC Donations
- 9... Adult Ed, Meals from the
Heartland, Men's Group Invitation
- 10... Thank Yous, Altar Flowers, a
special Birthday Invitation

For the saints who from their labors now rest...

Bonna Oldson
Rebecca Hoffman
Darlene Stuckle
Harold Mann
Lois Slye
Richard Hirschauer
Jack Frost
Richard Naney

1 John 3:18-24: ¹⁸Little children, let us love, not in word or speech, but in truth and action. ¹⁹And by this we will know that we are from the truth and will reassure our hearts before him ²⁰whenever our hearts condemn us; for God is greater than our hearts, and he knows everything. ²¹Beloved, if our hearts do not condemn us, we have boldness before God; ²²and we receive from him whatever we ask, because we obey his commandments and do what pleases him. ²³And this is his commandment, that we should believe in the name of his Son Jesus Christ and love one another, just as he has commanded us. ²⁴All who obey his commandments abide in him, and he abides in them. And by this we know that he abides in us, by the Spirit that he has given us.

As I reflect on this list of saints from Grace Lutheran Church, I cannot help but think of how incomplete the list is. This list represents the saints from this community of faith, but there are so many more who have had profound impact on so many within this community of faith. I have cried over the loss that others have experienced and wept over loss within my own family. There is no escaping it. If you live long enough, you will know grief.

While in the early stages of grief this summer, a wise woman reminded me that to grieve means that I had loved. It is a profound truth that resonated with my soul so strongly I was nearly overcome. It is love that causes such grief, and maybe with that lies the blessing in it all. It does not diminish the loss, but rather highlights the love and relationship with the other.

The words above were spoken during my Mom's Memorial Service. They were picked for two reasons. First, knowing her we had to pick a text that spoke of love. She lived that with nearly everyone she knew.

Continued on page 2

Happy November Birthday

- 1 - Remington Anderson
Zelma Wilson
- 2 - Mike Peterman
- 3 - Tara Royster
- 4 - Gabriella Artzer
Bradley Nelson
Aubrie Stickrod
- 5 - Sally Thielking
- 6 - Benjamin Gronert
Laura Grotheer
- 8 - Austin Schaller
- 9 - Beverly Petty
- 11 - Emily Dungan
Yaritza Marquez
Gary Scholten
- 12 - Zoe Lawson
Randy Taylor
- 13 - Kurt Bowermaster
Jason Bradwell
Zachary Jensen
- 14 - Carol Mattes
Linda Moravec
Kristene Shortelle
- 15 - Gary Batten
Wilma Frost
John Justice
Mark Ridnour
- 16 - Haley Dostalick
Joseph Kennebeck
Emma Mattes
- 17 - Jeremy Israel
Gloria Moon
Madison Robbins
- 18 - Susan Johnson
- 19 - Nick Medhurst
- 21 - Lilli Kent
Kelley Riordan
- 22 - Zachary Kulzer
- 23 - Ashley Lund
- 24 - Renee Dingman
Harriett Pearson
Jon Rissman
- 25 - Dorothy Jensen
Kerry Riordan
- 26 - Peter Kiefer
Jessica Rissman
Paul Thielking
Laura Wangerin
Virginia Wangerin
Carol Woodruff
- 29 - Karinne Harmon
Angie Hidalgo
Ed Ridnour



Pastor Mike's Message Continued from page 1

Second, we knew that she would "whoop us" if we moped around on such an occasion. She wanted us to celebrate. So, we landed on 1 John 3, with verse 18 as the focus: "Little children, let us love, not in word or speech, but in truth and action."

Love is something that is somewhat easy to say, but our calling as part of the continuum of saints is to love in truth and action. That is where life gets messy. That is the sort of thing that brings about grief later. But, it is worth it, every minute of it. As we find ourselves centered in worship, held in grace, and sent forth in mission, let us never forget that true strength comes from love.

In Christ,
Pastor Mike

Happy November Anniversary

- 2 - Richard and Deanna Snyder
- 5 - Howard and Rachel Welty
- 7 - Paul and Alexson Calahan
- 10 - Larry and Joan Johnson
- 13 - Gary and Ellen Batten
- 20 - Gary and Melinda Scholten
- 22 - Marvin and Lorna Johns
- 26 - Todd and Barb Burley
Frank and Colleen McKinney
- 27 - Anthony and Tara Royster
- 28 - Neal and Sandra Meyer



Our Sympathies are with

The family of Penny Swanson
daughter-in-law of Vivian Swanson

Fall back November 4

Set your clocks back one hour before you head to bed on Saturday evening, November 3.

Enjoy the extra hour of sleep, and we'll hopefully all be greeted with sunlight on Sunday morning!

If you forget and end up early to church, just sit back and relax in the Gathering Hall. Or maybe check out the library: our volunteer library committee has added some great books to our collection during 2018!



Centering Prayer

The Centering Prayer Group at Grace Lutheran church began meeting weekly during Lent 2016 following a presentation given at an adult forum by Judy Proksa from Central Iowa Contemplative Outreach.



As with all prayer, the impetus to form a prayer group was an invitation from the Spirit inviting people to gather and sit in silence so as to practice letting go of thoughts turning to God wholeheartedly. Praying in this way teaches one to be in the world with an open heart in order to feel the subtle ways the Spirit guides hearts in the present moment.

The Centering Prayer group meets in the Upper Room every Tuesday for an hour starting at 10:30 a.m. We begin talking about where we see the Spirit at work in our lives. Then we listen to a short meditation that moves us into 20 minutes of prayer. With the time left we do shared readings mostly focusing on finding God in all things.

All are welcome. Hear and feel the invitation.

Contemplative Outreach of Central Iowa www.CenterIowa.org

Women's Circles

Lydia and Martha Circles Merge

Women of Grace--you are all invited to attend the Lydia-Martha Circle Christmas meeting on Thursday, December 13, 2018, at 9:30 am.



Recently, the women of Lydia and Martha Circles voted to join and to meet together on the Thursday morning meeting times of Martha Circle.

Lydia Circle chose to meet during the day and increase our fellowship opportunities by joining Martha Circle.

If you are interested in an evening group, you are welcome to join Ladies Night Out. (see below).

All women of Grace are always welcome to join.
Happy Holidays from Grace Women!

Ladies Night Out

Ladies Night Out is a fellowship group open to all women of Grace. We meet every month or two for various activities, including dinners out, game nights, movies, local plays, Zoo Brew, painting nights, and more! If you or a neighbor are looking for friends, laughter, and fun, please join us!

Our next planned outing is our annual Christmas Party, hosted by Valerie Culp at her house on Sunday December 9 at 5pm. Details will follow in the next newsletter and announcements closer to the date.

If you would like to be added to the email list for Ladies Night Out, please email michelle@gracedm.org

Council Highlights

The Council Secretary was on vacation when the Council met last. Council Highlights will return in December!

Dedication of the Place of the Word

The new Ambo, designed by Don Peterson to match the new Altar, was dedicated on Sunday, September 30. You can read more about the history of the Ambo in the October Friendly Visitor Spotlight, page 3.

Dedication of the Place of the Meal

The new Altar was dedicated Sunday, October 21 during worship. The Altar was purchased with Memorial funds in memory of Robert Beeler and Harold Mann.

Dedication of the Communion Rail will take place on Sunday, November 4th. The communion Rail is open at the sides, to allow easier movement for the choir and others. It can also be removed for concerts and other events. The communion rail was purchased with Memorial Funds in memory of Francis Enquist, Betty Hirschauer, Gretchen Hanson, and Alice Nelson.

Organ Update

We are still waiting on the updates to the console to be completed, but when it is ready to be reinstalled, the pipes are in place and ready for tuning!

Organ Fund Update as of 10/6/2018

Expected total project cost \$70,000 of which \$35,000 is needed from contributions.

Total Received: \$28,659.00 (both pledged and unpledged gifts). If all pledges are paid and no more pledges or unpledged gifts are received, total expected contributions by year-end: \$31,974.00



Finance Report – September Results

Financial results for September YTD are as follows:

- Pledged Offerings – Actual \$301,718, Budget \$298,787
- Other Income – Actual \$23,004, Budget \$21,375
- Expenses – Actual \$333,132, Budget \$331,937
- Net activity – Actual (\$8,409), Budget (\$11,775)



Actual net activity was above budget by \$3,365. A great turn around from the prior month's YTD deficit. Offerings are comparable to budget and unpledged activity has been above budget. Utilities and property improvements have been above budget and these overages have been offset by many smaller budget underages. These results do not include expenditures of the Malmin Funds.

While actual results are now above budget, a reminder that the annual budget reflected a \$10,000 deficit and it is hoped that additional positive results will help end the year at breakeven or better.

Additionally, Daycare has been operating with strong positive results and ahead of budget. Their results have far exceeded the prior four years.

Grace Kids Care

Grace Kids Care is very excited to be getting a new center management and parent connectivity tool: Kangarootime! This system is located in the “cloud” so it works with all computers, tablets, and smartphones. The program provides many benefits that will streamline our center processes, improve security for all the children we care for, and provide a new and enhanced experience for our parents and trusted guardians.

Some of the new features our families will be able to enjoy with Kangarootime are:

- Secure child check in and out
- Ability to view photos and daily notes of children's day
- Update administrative documents
- Pay tuition online via credit card or checking account through a secure portal

This system will be a great benefit to both our families and staff, and will really allow us to be a more efficient.



November Themes:

Feelings Family I am Thankful Local Heroes

Grace Kids Care will be closed both Thursday, November 22 and Friday, November 23 in observance of Thanksgiving.



Dear Grace family,

Again this year we have the joyful presence of young musicians in our choir--we are helping to train them to be part of a church choir and in the ministry of music--- and they are giving us the pleasure of sharing their musical gifts and youth. Last year's initial trial was very successful; we are maintaining contact with and supporting our former choir member who has gone on to exciting things in Boston, and one student teacher has continued on with us this Fall. We continue our ministry of reaching out in a subtle way.

This year we have a full complement of young singers (one for each section in the choir) and are already enjoying them. Their presence gives us more options in the types of music we can sing and solos we can enjoy. A small stipend is paid to each to assist with education costs. This opportunity to support young musicians is of benefit to us all.

One of the things we teach our students is our prayer: *Grant, oh Lord, that what we sing with our lips, we will believe in our hearts, and what we believe in our hearts, we will practice in our lives.*

Amen

Mary Helt



Mark your calendars now! **Sunday, December 2nd** you will hear the handbell and brass ensembles play in worship! Grace Bells and Grace Brass will play during the regular 9 a.m. service, there will be no bells and brass recital offered during education hour as in past years. The musicians are looking forward to starting off the Advent season with you on a festive note!

Grace Bells and Grace Brass have developed a more flexible rehearsal schedule this Fall:

Bells – Sundays Nov. 4 and 18 at 8:15 a.m., Wednesday the 28th is at 6:30 p.m., and Dec. 2 is rehearse at 8:40 a.m. and play for worship following.

Brass – Next rehearsal times decided as they go.

Contact emma@gracedm.org with questions or for more information.

Chancel Choir will present their annual musical Christmas in worship on **Sunday, December 16** during the regular 9 a.m. worship time.

**Active Grace Feeding the 5,000 Fair
Come celebrate!**

The Sunday School children and families have been learning all about what it means to be food insecure these past eight weeks. On Sunday, November 4 we want to share what we have learned in the Service Learning process and invite you to join us in responding to this need.

Following worship on November 4, we invite you up to Grace Hall for our “Feeding 5,000 Fair”. There you will find and experience several stations offering ways to serve people who are food insecure. You can help make a casserole for Hope Ministries, our goal is to make 16 and serve 200 people. You can make blessing bags that are filled with some basic necessities and hand them out to those you encounter who are in need, our goal is to make 200. You can share a prayer on our prayer wall, or sign up to package meals at Meals From the Heartland. You can do one or all of these and more things that will be offered by our students during this Feeding 5,000 Fair. **We ask that you please do at least one and not none, because we have learned that a small gesture can have a big impact.**

Donuts and coffee will be served in Grace Hall that day, so come on upstairs and join the youngest members of our church in serving others.

Active Grace Schedule

November 11- Fellowship
November 18- Prayer
November 25- Church Year
December 2 and 9- Advent
December 16- Christmas
December 23 and 30- No offering
January 6- New theme-Friendship (Four Friends)

Confirmation Retreat, Saturday, November 3

We will meet at Grace at noon and begin with lunch and games to help us get to know the people from Capitol Hill. Then we will work through a hunger simulation, experiencing firsthand how difficult it can be sometimes to feed yourself and your family. Then at 3:00 pm we will be joined by people from MOSAIC for Bingo and will end in worship, finishing at 5 pm.

We will be inside most of the day, but may end worship outside so be sure you bring a coat. If you have any dietary restrictions please let me know so I can be sure we have lunch/snacks for you. Other than that, be sure to bring an open heart and mind and be ready to learn more about the lives of others.



**Drake Carney
Ivy Lawson**

These students affirmed their Baptism on Sunday, October 28 during worship. There was a cake reception in the Gathering Hall after the service for the church to celebrate this rite of passage. Thank you for celebrating with these students and their families!



Every Week (not listed in calendar at right)

Sundays

9:00 a.m. Holy Communion Worship
10:00 a.m. Coffee and Fellowship in the Gathering Hall
10:00-11:00 a.m. Active Grace Sunday School in Grace Hall II (see page 6 for information)
10:15 a.m. Adult Education, Grace Hall I (see page 9 for topics and presenters)
11:00 a.m. "Women in the Word" Bible Study, Library. Led by Carol Mattes

Tuesdays

8:45 – 10:15 a.m. Bible Study, Grace Hall with Pastor Mike
10:30 – 11:30 a.m. Centering Prayer in the Upper room, led by Julie Honsey
11:30 a.m. Staff meeting, Conference room/Innovation lab

Wednesdays

9:00 a.m. Willing Workers work & coffee time
6:30 – 7:30 p.m. Confirmation Class
7:00 – 8:00 p.m. Chancel Choir, Music Room

Other Grace Groups!

Men's Work Group, Saturday, November 10

We meet on the second Saturday of each month, 8:30 a.m. – noon. Through breakfast, devotions, fellowship and work around the church, our group explores the significance of what it means to be men of God. We welcome you to join us.

Altar Guild Meeting, meal, and fellowship:

Sunday, November 11 10:00 a.m. Conference Room – Planning Meeting

Saturday, November 17 9:30 a.m.

Offsite for coffee, meeting, fellowship. Please join us! Contact anderson.sue.a@gmail.com

Grace Stitching & Needlework Group

Thursday, November 8 10:00 a.m. – 3:00 p.m.

We meet every 2nd and 4th Thursdays of each month in Grace Hall Contacts: Helen Ringgenberg or Carol Krause

First Circle Friends

LSI Respite Program for those in early stages of memory loss. Meets at Grace on the 1st & 3rd Thursdays of each month. Contact <https://lsiowa.org>

November Calendar

1 – 10:00 a.m. – 3:00 p.m. First Circle Friends, GHI & II 1 – 10:00
3 – Noon – 5:00 p.m. Confirmation Retreat, Grace Lunch, Bingo with MOSAIC, Worship, see pg 6
4 – 8:15 a.m. Bell Choir, Music Room
10:00 a.m. Active Grace Feeding the 5,000 Fair
5 – 10:30 a.m. GKC Chapel, Sanctuary
6:00 – 7:30 p.m. Girl Scouts room 301
6 – 6:00 a.m. – 9:00 p.m. General Election, Gathering Hall
6:30 – 9:30 p.m. Des Moines Knitters Guild
8 – 10:00 a.m. – 3:00 p.m. Stitching Group, Grace Hall
5:30 – 7:30 GKC Parent Board
6:00 – 8:00 p.m. Meals from the Heartland Patti Cownie Center
10 – 8:30 a.m. – noon Men's Work Group – Breakfast, Fellowship, and Church Projects
11 – 10:00 Altar Guild Planning Meeting, conf. rm
12 – 10:00 – 10:30 a.m. GKC Chapel, Sanctuary
15 – 10:00 a.m. – 3:00 p.m. First Circle Friends, GHI & II
11:30 a.m. – 1:30 p.m. Des Moines Area Youth Ministry Prayer and Potluck – Upper Room and Gathering Hall
17 – 9:30 a.m. Altar Guild Meeting, offsite
18 - 8:15 a.m. Bell Choir, Music Room
19 – 10:00 – 10:30 a.m. GKC Chapel, Sanctuary
6:00 – 7:30 p.m. Girl Scouts room 301
22 – Thanksgiving, Church office closed
Grace Kids Care Closed
23 – Church office and Grace Kids Care closed
26 – 10:00 – 10:30 a.m. GKC Chapel, Sanctuary
27 – 3:30 – 6:30p.m. Workshop: Young Children Priority One Board – Innovation Lab
6:00 p.m. Council Meeting
28 - 6:30 p.m. Grace Bells, Music Room
30 – 2:45 p.m. SWCC arrives
7:30 p.m. SWCC Chamber Concert
Dec 2 – 8:40 a.m. Bells Rehearse, Sanctuary



Publication Deadlines

December Friendly Visitor: November 19

Tuesday e-news: Every Monday morning. Photos of your groups' events are always welcome!

Sunday Announcements: Thursday mornings.

Grace Fellowship Catered Christmas Party Sunday, December 2, 5:00 p.m.

Open to all members of Grace. Dinner catered by Price Chopper, \$10/person. Program: Gospel and Christmas Hymns by Douglas Karl of New Hope Church. Watch for sign-up!



National Adoption Month

November is National Adoption Month, a time to honor families who have opened their hearts and homes to children in need. For LSI it is a time to celebrate the families we support through Foster Care and Adoption, and to raise awareness for the hundreds of Iowa children in need of a safe, loving home.

In 30 counties in western Iowa, LSI Foster Care and Adoption recruits, licenses, and supports foster and adoptive families to ensure every Iowa child grows up in a safe, stable environment.

But more work needs to be done. According to the most recent federal data, more than 100,000 children in the U.S. are waiting to be adopted from foster care, and thousands of teens age out of foster care every year without a permanent family. To learn more about supporting Iowa children in foster care, visit LSIowa.org/Foster, or contact Deb Whitford, LSI director of philanthropy and church relations, at Deborah.Whitford@LSIowa.org or 563-676-2065.

Our Mission: Lutheran Services in Iowa responds to the love of Jesus Christ through compassionate service. LSI is an affiliated social ministry partner of the Iowa congregations of the ELCA (Evangelical Lutheran Church in America) and a member of LSA (Lutheran Services in America). We proudly serve people of all ages, abilities, religions, sexes, gender identities, national origins, ethnicities, races, and sexual orientations. Learn more at www.LSIowa.org and www.facebook.com/LSI.iowa.

Helping to Carry the Load

Renato and Nellie Jimenez knew they wanted to adopt children. But when they learned about the desperate need for foster families, they also decided to open their home to children in need of safe, temporary care.

"We realized there are some big needs out there," Renato says. "Sometimes, we might not see it. But there are people suffering and struggling. We knew our family could make a difference." Over the last four years, Renato and Nellie have adopted four children and are currently fostering three. Their children range from 6 months to 14 years of age.

The couple enjoys supporting children of all ages, and they focus their parenting on helping them stay connected to their history and culture whenever possible.

Especially for older children, Renato says, it is vital to be given a safe space to open up and talk about the past in a healthy way.

"The most rewarding experience is the transformation of the kids. They come with baggage and they come hurt. But we can provide a home and love and security for them, so they know they belong in a family," Renato says. "Be there for the kids. The more healthy and supportive people these kids have around them, the better. Help them carry the load."

DMARC Donation of the Month

Thanksgiving dinner!

Frozen Turkeys (12 – 15 pounds), potatoes and sweet potatoes, green beans, carrots, onions, mixed and other vegetables, pumpkin, squash (whole or canned), applesauce, apples, cranberries

**Adult Education, Sundays, 10:15 – 11:00 a.m.**

Grace Hall Grab your donut and coffee, juice, or tea, then join us!

Nov. 4: Feeding 5,000 Fair (there was already a nice write-up in Tuesdays communication)

Nov. 11: Fellowship Time

Nov. 18: Bruce Anderson (Bev's son) will be sharing about his amazing visit to Laos as he joined the Health Volunteers Overseas. They dedicated time there to help advance the training of dental professionals in that area who happened to be overwhelmed with needs.

Nov. 25: Presentation on "The Church Year"

**Join the Adult Faith Enrichment Team**

We would love to have new members join our team. We are looking for those who are interested in planning topics and presentations for the Adult Faith Enrichment time on Sunday mornings. If you are interested or have any questions, please contact Cherie Rissman at cherierissman@gmail.com

**Meals from the Heartland, Thursday, November 8, 6 – 8 p.m.**

8 spots of 20 still open at print time! If you want to be part of a Grace team call Joie Gronert at 279-4974 or text at 515-210-2057 or email at jgronert1@hotmail.com. The packing event will be held at the Patty Cownie Center, 357 Lincoln Street, West Des Moines, which is just south of the railroad tracks by Valley Junction. Please leave your jewelry at home.

Meals from the Heartland partners with organizations embedded in communities that face hunger on a daily basis. Meals are shipped out nationally and internationally by their distribution partner, CONVOY OF HOPE, to on-the-ground organizations such as *Many Hands for Haiti* and *Blessman Ministries*. The meals often support and supplement other programs such as teaching sustainable agriculture practices, education, healthcare, and more. The meals are also used for disaster relief, providing nutrition and hope in the midst of epidemics and natural disasters that impact entire communities. Locally, they partner with food banks such as the Food Bank of Iowa, the Des Moines Area Religious Council (DMARC) food bank network, and dozens of church-affiliated food pantries. In 2015 alone, more than one million meals were distributed across the state of Iowa.

Let's join together to lend a hand!!!

All Men of Grace Lutheran Church

Immanuel United Methodist Church Men's Club (2900 49th Street) invites you to join them in their Men's Club activities which are listed below.

We normally eat dinner together at 6:00 p.m. with the social program following. We fondly remember the times we have met together in the past, and though you no longer have an active men's club, we would cherish your continued camaraderie through our men's club.

Please contact David Beard (515-419-1191, dbeard48@gmail.com) a few days ahead of your attendance to assure we have sufficient meal items.

November 15	Tom Colvin, CEO of the Animal Rescue League of Iowa.
December 20	Christmas Party
January 17	All Church Dinner with Sandy Host, Iowa Rural Schools
January 23	Drake Basketball vs Evansville and dinner
March 5	Shrove Tuesday Pancake Dinner
March 21	Bob Steben, Iowa Veterans Cemetery
April 18	Social
May 16	Social
Summer	Cubs Game



Dear Grace Family,

Thank you for all of the prayers and well wishes while I have been recuperating. I have enjoyed the meals, cards and visits very much. I feel very blessed to have such a special church family.
God Bless, Sue Anderson



Dear friends ~ Jennifer Johansen and family would like to sincerely thank you for your kind thoughts, prayers, and meals during her illness and lengthy hospitalization at the University of Iowa Hospitals and Clinics which involved critical and complicated brain surgeries. We ask that you keep Jennifer and family in your prayers for ongoing healing and for the return of increased compassionate medical care. We trust in our precious Great Physician and we hearken the lyrics of the hymn, "We Come To You For Healing, Lord..."

You touch us through physicians' skills,
through nurses' gifts of care,
and through the love of faithful friends
who lift our lives in prayer.



90th Birthday Celebration

Please join the Grotheer family in celebrating the 90th birthday of Mo Grotheer at an open house on Saturday, December 15th from 1-2:30 p.m. at Walnut Ridge in the Walnut Club Room. Mo and Lou have long enjoyed attending Grace with their daughter, Carla Peterman and her family and now reside at Walnut Ridge. Refreshments provided. No gifts, please. Hope to see you there!



Thank You for Sponsoring the Altar Flowers

Thanks to everyone who signed up to sponsor altar flowers this year. All the slots are filled for 2018. We just want to remind you that if you haven't paid for your flowers, the cost is \$38 and you can pay using Grace's online giving site (<https://gracedm.org/give-to-grace/>) or drop off cash/check in the church office. We very much appreciate your contributions. The 2019 sign-ups will be available in December, and we'll offer the option of online sign-up and payment. If you have questions, please contact Kathy Bowermaster at kbowerma@hotmail.com or 971-6360. Thanks!



Coffee and Tea in the Gathering Hall - available all week.

Set in the hide-away sink area in the Gathering Hall, this simple, easy to use coffee machine makes brewing coffee a breeze. The easy to carry thermos-style coffee pots keep coffee hot for hours, and greatly reduce the risk of spills and burns. Always on*, just add a coffee filter, place an open pot under the filter, and press "Brew Start". Once closed, the silver handle on the thermos style pot is used as a pump so there is no need to pick up the pot to pour.

*For instant access to hot water for tea, and no waiting for coffee, please do not turn the on/off switch to off. There is no burner to worry about.

*For Sunday Morning coffee servers, brew 2 pots of regular and a pot of decaf prior to the service. Right before service ends, the water reservoir will have enough hot water again to fill a pot of water for tea, and 1-3 more pots of coffee as needed.