

# Bethel Communication Tree

This Bethel Communication Tree is to be used as a resource guide for knowing who to contact with specific needs and/or requests. The team member identified in this Communication Tree serves as the first point of contact for any needs and/or requests related to the topic identified. In the case of Pastoral needs, the point of contact will collaborate directly with the pastoral staff as appropriate based on the specific need/request. Please note that team members will collaborate with any necessary team members, Council, or Ministry Teams to address the needs and/or requests raised.

<b>Pastoral Needs</b>	
Baptisms	Chelssey Hewitt, Ministry Support Manager
Columbarium & Memorial Plaques	Chelssey Hewitt, Ministry Support Manager
Counseling	Pastor Lauren Wrightsman or Pastor David Wrightsman
Death Notices and Funeral Requests	Chelssey Hewitt, Ministry Support Manager
Hospitalization Notices	Kenny Dollaway, Hospitality Coordinator
Prayer Requests	Kenny Dollaway, Hospitality Coordinator
Visitation Requests	Chelssey Hewitt, Ministry Support Manager
Weddings	Chelssey Hewitt, Ministry Support Manager

<b>Bethel Lutheran Church Membership</b>	
Attender to Member Classes	Chelssey Hewitt, Ministry Support Manager
Becoming a Member	Chelssey Hewitt, Ministry Support Manager
Membership Verification & Transfers	Chelssey Hewitt, Ministry Support Manager
Realm (Congregational Directory) Management & Assistance	Chelssey Hewitt, Ministry Support Manager

## Education

Adult Education	Pastor Dave Wrightsman
Bethel Bible Study	Pastor Jeff Quinto, Executive Director
Children's Programming (ages 8 weeks to 6th grade)	Paula Evenson, Director of Kids & Family Ministry
Confirmation (grades 7-8)	Heather Rainwater-Moen, Director of Youth Ministry
Family Programming (all ages)	Paula Evenson, Director of Kids & Family Ministry
Sunday School and Nursery	Paula Evenson, Director of Kids & Family Ministry
Vacation Bible Camp & Congregational Retreats	Heather Rainwater-Moen, Director of Youth Ministry
Volunteering with Children's Programming	Paula Evenson, Director of Kids & Family Ministry
Volunteering with Youth Programming	Heather Rainwater-Moen, Director of Youth Ministry
Youth Programming (7th - 12th grade)	Heather Rainwater-Moen, Director of Youth Ministry

## Facility, Building & Grounds

Building & Grounds Maintenance	Steve Lawrence, Building Manager
Custodial Services	Steve Lawrence, Building Manager
Facility Calendar	Kenny Dollaway, Hospitality Coordinator
Room & Parking Lot Rental Requests	Kenny Dollaway, Hospitality Coordinator
Steensland House	Alice Mowbray, Director of Development
Bethel Horizons	Eric Knueve, Executive Director
Door Access & Keys	Steve Lawrence, Building Manager

## Church Financials, Stewardship, Fundraising

Annual Pledges	Dona Meyer, Accounting Support Specialist
Bethel Endowment Foundation Inquiries	Alice Mowbray, Director of Development
Budget	Jon Eckenrod, Director of Finance
Contributions and Giving	Dona Meyer, Accounting Support Specialist
Financial Reporting	Jon Eckenrod, Director of Finance
Fundraising Leadership & Stewardship	Alice Mowbray, Director of Development
Media Donations & Sponsorships	Alice Mowbray, Director of Development
Memorial Funds and Honorariums	Dona Meyer, Accounting Support Specialist

## Music Ministry

Bethel Choir	Stephen Self, Director of Music
Children's Choir	Paula Evenson, Director of Kids and Family
Contemporary Worship Music	Katie Gerlach, Contemporary Worship Minister
Handbell Choir	Stephen Self, Director of Music
Instrument Maintenance	Stephen Self, Director of Music

## Communications

Annual Report	Chelssey Hewitt, Ministry Support Manager
Bethelite	Michael Bartch, Communications Manager
Bethel Website	Michael Bartch, Communications Manager
Bethel Endowment Foundation	Alice Mowbray, Director of Development
Digital Displays	Michael Bartch, Communications Manager
Event Communication Requests (e.g., flyer, poster, banner, graphics, etc.)	Michael Bartch, Communications Manager

Event Photos	Michael Bartch, Communications Manager
Weekly announcements (paper and email)	Michael Bartch, Communications Manager

<b>Ministry Teams</b>	
Executive and Joint Council	Pastor Lauren Wrightsman
General Support	Chelssey Hewitt, Ministry Support Manager
Ministry Council (Caring; Worship and Music; Welcome and Hospitality; Connections; Mission and Outreach; Lifelong Learning)	Chelssey Hewitt, Ministry Support Manager
Resource Teams (Property; Financial; HR)	Pastor Lauren Wrightsman

<b>Worship Services</b>	
Flowers for Sanctuary / Worship services	Kenny Dollaway, Hospitality Coordinator
Staff Chapel (Tuesday mornings)	Pastor Jeff Quinto, Executive Director of Bethel Bible Series
Worship Service Volunteers (e.g., Communion, Greeter, Lector, Usher)	Chelssey Hewitt, Ministry Support Manager
Worship Bulletins	Michael Bartch, Communications Manager
Vespers	Heather Rainwater-Moen, Director of Youth Ministry

<b>Staff Resources</b>	
Staff Payroll	Jon Eckenrod, Director of Finance
Employee Benefits	Jon Eckenrod, Director of Finance
Employment Policies	Sandy Meeker, HR Consultant
Staffing & Recruiting	Sandy Meeker, HR Consultant
Performance Management	Sandy Meeker, HR Consultant

Created 02.2025; Modified 03.2025