



Immanuel Messenger

Immanuel Lutheran Church

122 East 88th Street, New York, NY 10128

88th Street and Lexington Avenue, Manhattan

www.immanuelnyc.org

www.facebook.com/ImmanuelLutheranChurchNYC/

Rev. Gregory P. Fryer, Senior Pastor..... gpfryer@gmail.com

Rev. Carol E.A. Fryer, Pastor..... ceafryer@gmail.com

(212) 289-8128, church phone (212) 828-3665, church fax

July - August 2021

A Word from Pastor Gregory Fryer

Doing Well!

Dear Members and Friends of Immanuel Lutheran Church,

One of our clergy friends down in Pennsylvania – Rev. Glenn Miller – made a nice observation about churches across our land during this time of pandemic. He said that he admired the way all kinds of churches rallied to keep things going during the pandemic. Rich congregations and poor congregations, city and countryside congregations, Lutherans and other church bodies across the land: We all tended to do a pretty good job at trying to keep faith alive on earth. We tended to take things in stride. Even old pastors who like fountain pens tried our hands at modern technology: video recording, Zoom, live stream and so forth. Congregational leadership continued, folks continued to give our tithes and offerings, and we

exercised a kind of God-pleasing patience with one another. We prayed for one another and for our world in this time of pandemic and calamity. Here at Immanuel, Carol and I are deeply grateful for the way you all have kept things going for our dear church. The body of Christ in this place on Lexington Avenue and 88th Street has done well, in our opinion, and we really appreciate and admire you all for that.

In Christ
Pastor Gregory P. Fryer

Enquirer's Class

Starting Sunday after the liturgy, September 19

Pastor Carol and I look forward with joy to a class for people interesting in joining our church. Such classes are fun — both for us and for the people taking part. We go over basic matters of Lutheranism, we talk about our particular congregation — Immanuel Lutheran Church — and in general we make ourselves available for whatever questions might be on your mind.

It usually takes about six or seven sessions. We can have coffee and bagels as we talk. Classes will be held after the morning liturgy, around 12:30 p.m.

We hope you can join us!

Pastor Gregory Fryer

Amazing Grace

This is the sort of thing that makes me cry. It is a YouTube performance of the hymn *Amazing Grace* by prisoners in the Calvin Prison Initiative choir:

<https://youtu.be/pvleDIIxL9k>

About midway through the hymn, the singers are joined by a good number of other singers. I like to think that I will be joining them someday in heaven. We all need God's grace.

gpf

We Need a New Office Manager

[Introduction by Pastor Gregory Fryer:] It has been great having Melissa Phillips in our church office! But Melissa was helping us out on a temporary basis, aiming to return to work in her own business area. Now Melissa has a new job, and we must seek someone to take her place. Our Trustees, then, offer this job description in hope you or someone you know might be interested:

Immanuel Evangelical Lutheran Church, in New York City, is seeking a part time Office Manager. Candidates must be proficient in Word, Excel, email, and have exemplary communication and interpersonal skills. Internet experience a must and some familiarity with social media.

We are a member of the North American Lutheran Church (NALC) which embraces four core values: Christ Centered; Mission Driven; Traditionally Grounded; and Congregationally Focused.

Job Functions

Communication

- Prepare materials for worship services and other programs, including but not limited to: Bulletins, Sermons, Scripture Readings, Monthly Newsletter, Seasonal Mailings, weekly emails to the congregation, and other forms of written and electronic communications.
- Ensure flower, prayer requests, death notices, births, baptisms, etc. are included in church bulletin and newsletters.
- Follow-up phone and email contact with visitors from Sunday morning.
- Basic maintenance and updates of the website, including posting videos of sermons/music/services.
- Review the website weekly for accuracy and timeliness.
- Social Media: Basic skills necessary to update Immanuel's Facebook presence.
- Print and prepare mailings.
- Communication skills necessary to work in a gracious, competent, and compassionate manner with visitors, ILC Staff and ministry leaders,

volunteers, members of the ILC Body, and the public.

- Provide telephone coverage, responding to questions and requests, taking messages, and directing calls
- Must possess a heightened sense of confidentiality.
- Prepare and send donation acknowledgements; perform other associated duties.
- Other duties and responsibilities as assigned by Pastors.

Administration

- Open and close the office daily.
- Maintain Church calendar.
- Open and sort mail and receive packages.
- Maintain list of volunteers and schedule them for various responsibilities.
- Record baptisms, confirmations, weddings, reception of new members, funerals
- Maintain records of Trustees, Deacons, Church Council, and Voter Assembly; with the Pastoral staff, maintain Voter Assembly membership list.
- Data entry into our Church Membership database, Servant Keeper.
- Monitor the facility weekly to determine maintenance and cleaning needs.
- Respond to individuals inside and outside the church who wish to use the facility.
- Recruit individuals/organizations to rent space.
- Give or arrange building orientations for facilities use for renters as needed.

- Coordinated space usage with Sexton.
- Order flowers, poinsettias and lilies as necessary. Ensure proper placement.
- Order office, worship, Coffee Hour, Sunday School/VBS materials and cleaning supplies.
- Regularly track weekly worship attendance.
- Routinely confirm that key Church computer files are backed up and recoverable.

Finance

- Maintain and oversee the church's credit card in consultation with Church Treasurer.
- Act as the liaison with the outside apartment management/bookkeeping service.
- Retrieve money from Poor Boxes monthly.
- Manage petty cash.

Responsibilities Include, But Are Not Limited To

- Ensures that the Pastors and appropriate personnel are apprised of developments and situations, exercising good judgment and ensuring confidentiality is maintained in all areas of responsibility.
- Coordinates, sets-up, and assists with administrative needs for meetings, conferences, liturgical celebrations, and other events as needed.
- Prepares reports by collecting information and data.
- Develops and maintains effective records and information management systems, including a current and accurate filing system.

- Oversees parish offering envelopes.
- Must have experience in technology-based office management and office support.
- Ability to effectively prioritize tasks and time demands
- Other duties and responsibilities as assigned by the Pastors.

Employment Type

Part-time, permanent.

Qualities

- Ability to listen.
- Openness to learn.
- Detail-oriented: quality and precision-focused.
- Good analytical/critical thinking skills.
- Absolute confidentiality.
- Excellent time management skills.
- Reliability.
- Ability to organize, prioritize and multi-task.
- Problem solver.
- Quick learner.

Qualifications

- Associates or higher degree preferred.
- Minimum 3 years as an office supervisor or office manager.

- Proficiency in Microsoft Office Professional (Word and Excel) with advance functions such mail merges and use of Word tables.
- Must be technology-savvy.
- Ability to work with minimum supervision.
- Excellent interpersonal skills and pleasant demeanor.
- Excellent oral, written, and electronic communication skills.
- Ability to work in an environment requiring confidentiality and sensitivity.
- Ability to meet the physical requirements of the position, including but not limited to: unpacking deliveries, putting away supplies, negotiating the entire building including stairs.
- Ability to work independently with a minimum level of supervision and be able to direct the work of others.
- Professional dress required.

Standard Work Schedule:

Routinely 25 hours per week, plus additional hours surrounding major Church festivals and events.

Usually Monday to Thursday from 10:00am to 3:00pm.

Immediate availability.

TO APPLY:

We are only considering resume and cover letters submissions via email. All cover letters and resumes

should be sent to immanuel_position@fastmail.fm Please indicate Office Manager as the subject.

Some Photos

A note from Pastor Gregory Fryer

One of our neighbors across the way on Lexington Avenue recently sent me this sunset photo of our church steeple. Here is it, for fun:



And here are a couple historic photos from former member Richard Amt. The first one shows the beautiful, big confirmation class here at Immanuel in 1945:



That is Pastor George Wehmeyer on the left and Pastor Arthur Kleps on the right.

And the other photo, on the next page, is our neighborhood, Yorkville, in 1930. You can see our church steeple off in the distance. It looks that traffic went both ways on Lexington Avenue back then:



In Our Prayers

- ✦ FAIRLY NEW TO PRAYER LIST: LyAsia Beltre (young relative of Tamares Perez), Anne Swinka (maternal aunt of Thomas Wicks), Marc Petitto (nephew) and Georgia Pascual (cousin) of Michael Pamulo, Rev. Dr. Richard J. Shuta (uncle of Jeff Rudat), Elise Chard (niece of Jean Grenning), Raymond Chin (cousin of Priscilla O'Carroll), Agnes Schumacher (mother of one of our VBS children)
- ✦ OTHER PRAYER CONCERNS SO FAR IN 2021: Jürgen Ramcke (uncle of Thomas Wicks), Sieglinda O'Donnell (wife of our Jim O'Donnell, of blessed memory), Edna Szmodis, Marion Nitsch (mother of David Kiehl's friend Carolina Nitsch), Marion Molno, Britney Berhaman (friend of Diana Montesdeoca),

Melissa Alke (friend of Kathy Jolowicz), John Romano (brother-in-law to Richard and Maggie Schreiber), Robert Mallery (son-in-law of David Kiehl's sister), Wolfgang Hahn, Yoleidy Perez (Tamares's brother), Obdulia Mundo (friend of Maggie Schreiber), Mary Ann Grant (Deirdre's mother), Vera Harwell (godmother of Denise DuMaine), Ashley Colombini (relative of Ester Figueroa- Neubacher), Bruce Harbour (Robin's father), Peter Davie (godfather of Thomas Wicks), Charlie Beckwith (friend of Thomas Wicks), Olga Beloded (John Imhof's wife)

✦ NEWBORN, 6/11/2021 Ethan Jia
 Jing Geng and Brett Jia, parents

✦ FAITHFUL DEPARTED Emma Kaefer
 ✦ 5/20/1930 – 6/7/2021 ✦
 Bereaved..... Richard Kaefer, son
 Carol Singletary, daughter

✦ FAITHFUL DEPARTED Bobby Harwell
 (godbrother of Denise Du'Maine)