

**Bethlehem United Church of Christ
Leadership Council Minutes**

July 12, 2016

Present: Sue Buday - President, Michelle Loukotka, Kris Lovelace, Shannon O'Reilly, Karen Samford,
Cresson Sloten, Pastor John Kennedy and Sue Wortman via phone.

The meeting was opened with prayer by Pastor John.

- **A motion to accept the minutes of the June 14, 2016 meeting was approved.**

Team updates:

Member Care Ministry – Has developed a Policy on former members rejoining Bethlehem
The process states:

1. The individual would express a desire to become a member again.
2. The individual would have a conversation with the Pastor.
3. The individual would be reintroduced to the Church's governance structure, Ministry Teams and other groups, missions, programs, educational and service opportunities, responsibilities of membership and the like.
4. The individual would make a public affirmation of membership.

- **A motion to support the Policy for former members to be reinstated, developed by Member Care Team, was approved.**

Welcome Ministry Team – Wants to focus on updating the website.

- **A motion was approved to support and encourage the Welcome Ministry team in securing a firm to develop a Beta website with the following requirements:**

1. **The Welcome Team will take the lead in overseeing the development and design with competent web designers.**
2. **The Welcome Team will coordinate with other Ministry Teams.**
3. **Welcome chair will present the new site to the Leadership Council for approval prior to "go-live."**
4. **The Team must develop a policy for updates.**

Youth and Young Adult Ministry – Isaac Wilcox has resigned as chair, we appreciate his commitment and thank him for his efforts. We will hold off filling the position until we can reevaluate the responsibilities, direction and viability of this ministry.

Facilities Ministry Team – An AA group will be renting a class room 5 days a week from 6:30 to 7:30 a.m. With the number of people now using the church, Facilities feels it is time to officially make our building and campus smoke free.

• **A motion to support facilities in making the building and campus a smoke free area was approved.**

Core Values – Cresson presented a draft; following discussion, he will make some changes and send another draft out to the Leadership Council for further input. Once this is finalized, he will need help in putting some verbiage for each of the blocks.

Pastor John's report –

Bethlehem will be handling the service at Brecon one Thursday, on even months, and we will soon be back on the schedule for services at the Evangelical Home.

John is taking communion to homebound Tuesday through Friday on the first week of the month. He also gets to the hospital if he knows someone is there. Beginning in January, members of Bethlehem Friends and/or newly trained Stephen Ministers will be doing some of these visits.

In the fall, Pastor John will be teaching two different faith formation classes.

He would like to move the 8:30 service to 8:00 to have time for education for all, between services, and wants to work with Education on this.

Attendance is better and pledged giving is coming in at a better rate but we still have a large deficit.

Unfortunately, the number of children continues to fall. We need programs to get people involved.

The meeting was closed with the Lord's Prayer.

Next Leadership Council Meeting is Tuesday, August 9th

Submitted by Karen Samford, Secretary

Finance Ministry Team Agenda/Minutes

July 14, 2016

1. Call to order: The meeting was called to order by Linda at 7:00. Present were Jane Conlen, Jeff Wortman by phone conference, Shannon O'Reilly and Pastor John Kennedy
2. Review and approval of Minutes from June: It was moved and seconded and voted to approve the minutes as circulated of the June 2016 meeting.
3. Financial review
 - a. McKay update: It was noted that the distribution has gone down per month till the end of the year. Deposits to the operating fund will be completed in 2 to 3 months. After that all funds will be deposited in the McKay checking account.
 - b. Review: Current pledged offerings are on track for the first 6 months at \$146,026 or 50.93% for the first half of the year. Likewise expenses are tracking at 51.58% of the budgeted expenses for the first half of the year. The team will continue to monitor the budget closely to make sure we are on track with the budget. Worship budget needs to be changed and Linda will direct Betty to make the corrections.
 - c. Leadership approval of gift acceptance policy: LC has approved the policy at their last meeting therefore Linda moved and Jeff supported a motion to transfer the \$15,000 Ebinger donation from the Property Improvement Fund to the General Memorial Fund. The motion passed unanimously.
 - d. Ebinger Donation: see above
4. Unbudgeted Requests Section
 - a. Heat Piping Request: postponed to our next meeting
 - b. Ceiling tile in basement: postponed to our next meeting
 - c. Carpet in office: Shannon moved and Jeff seconded a motion to approve the purchase of carpeting for the office not to exceed \$7700. The expense was felt to be maintenance and repair vs. visioning for the future project. It passed unanimously. Linda will let Carol know so she can proceed with getting bids.
 - d. Grapevine undocumented requests: postponed to our next meeting
5. Update Policy and Procedure on Establishing Board Designated Funds (please review pg 22 and 23 of Accounting Document). Linda moved and Jane seconded the motion to approve the updated procedure on the Establishment of Board Designated Funds. The motion passed unanimously.
6. Update on Retention Policy and Procedures/Backup and Password (please review pg. 27-29). This matter was deferred to a later date as concerns were raised in the discussion about the need for fire safety and a location for the backup.

7. Miscellaneous:
 - a. Michigan Sales Tax: Postponed till August.
 - b. Amazon Smiles Fund Raising-Nothing new to report-All papers filed-Just waiting
 - c. Stewardship Campaign Update – November 13 or 20?? The Campaign will start November 13.
8. Leadership Council Update: Shannon reported that the Council is working on our Core Values and will keep us updated as work progresses.
9. Other: No other business was added to the meeting
10. Set next meeting date and adjourn with the Lord's Prayer: The next meeting will be August 11 at the usual time, 7:00 p.m.

Respectfully submitted, Jane Conlen

Finance Ministry Team Minutes

June 9, 2016

Present: Jane Conlen, Jeff Wortman via phone conference, Betty Clark and Linda Young

1. The meeting was called to order at 7:05 pm. The minutes from the May meeting were reviewed.

2. A motion was made by Jane and seconded by Linda to approve the minutes as circulated and approved unanimously.

3. Financial Review: It was favorably noted that revenue is on schedule at this time. However, even though expenses are less compared to last year at this time, they are still greater than budgeted leaving a monthly deficit of \$12,158 for the month and \$38,389 deficit on a year to date basis. Part of the problem for the deficit is that some budgets have already spent their allotted amounts appropriately and won't incur addition expense for the rest of the year, so as the year progresses the deficit will decline. The team will be watching this closely to make sure expenses fall in line over the next months. It was also noted by Linda that a gift to the Tree of Life was not in the monthly report and Betty was asked to look into this matter for resolution. Further, Betty described how she is handling the in and out income for clarification for the committee.

The Balance sheet at the end of May shows current assets as: \$306,109.59 in the general checking account and \$21,163.19 in McKay funds for a total of \$327,272.78 and \$1,131,228.78 in the Bank of Ann Arbor Investment Fund. At this time total pledges received for 2016 are \$286,700 and represent 43.76% of pledges received. Other special offerings total \$4,767.

Jane provided copies of the Portfolio Summary of the Investment Account for the month of May for review. The overall value of the account is \$1,131,228.50 at month's end and shows gains of \$4689 for the month.

Jeff noted an approved budget increase in Miscellaneous Worship Expense of \$1400 to make a new total of \$1800 had not been changed in the budget and Betty made the changes at the meeting with the offsetting reduction of \$1500 (the amount that the Cemetery Association is paying toward the annual insurance premium) in the insurance budget to \$12,433.

Linda agreed to check in to the Special Projects money which comes from making pretzels. It was stated that only 60% should be going for special projects with the other 40% going into the general operating fund.

There was a new line item in the Security budget for cameras which put them over budget. Betty will check on this to help determine if the amount for the cameras should remain in the Facilities budget or allocated elsewhere.

The youth account which has been a separate account in the past will be reviewed and revised with the idea of incorporating it into the overall budget next year. There is nothing new to report on the Youth and Young Adult Account until we have a Board Designated Fund Policy.

Further dealing with the Ebinger Donation will be determined after finalization of the Policy on Gift Acceptance.

Finally, the committee asked Betty to start again with the giving update that will go in the bulletin on a regular basis.

4. Unbudgeted Requests Section: We have at least \$111,000 plus requests for monies not in the budget. After a general discussion the Team felt they needed greater guidance from Leadership Council and Linda is to send a letter to L.C. asking for direction and prioritizing the requests before any decisions can be made about approving these expenditures. We did approve the request to exceed the budget in IT as it was time to renew our contract in the amount of \$1600 and this amount exceeded the \$1124.89 that was remaining in the budget.

5. Policy on Gift Acceptance: We reviewed the Policy on Gift Acceptance located on page 7 of the draft Accounting document. Jane moved its approval, Linda seconded and the motion passed unanimously. Linda will forward this to the Leadership Council for their approval.

The Ebinger donation will be revisited next month.

6. Updated Fund description: Linda provided a revised description of the Funds for our review. Finance Ministry had already approved and sent to Leadership Council a Fund Description in September 2015. That document was approved by Leadership Council. Since that time, we had input from the Auditor and have made changes to this document to reflect her insight. After reviewing, Linda moved and Jane seconded a motion to approve and move this forward to Leadership Council for their approval. Linda will forward this to the Leadership Council.

7. Policy and Procedure on Establishing Board Designated Funds: A second draft will be written and sent out for further review.

8. Update on Retention Policy and Procedures/Backup and Password: Work continues on the review of the draft Accounting Policy and Procedure manual, Sections 15 and 16. We made a few minor changes and Linda will check with Carol before she distributes them to the Team. Jeff raised the issue of ACS and what is being saved on the server. Betty will work with Carol on Section 15.00, especially with regard to the ACS section.

9. Miscellaneous: We are still waiting to hear from the Amazon Smiles Fund Raising program. And, there was no information at this time regarding the Stewardship

10. Leadership Council Update: No notes on this as Shannon was absent.

11. The next meeting will be held on July 14th at 7:00pm. We adjourned with the Lord's Prayer.

Respectfully submitted by Jane Conlen

Facilities Ministry Team – Bethlehem UCC

Meeting Minutes of July 11, 2016

Present: Randy Schneider, Tom Ziesemer, Rev. John Kennedy, Michelle Loukotka (LC Liaison)
and Carol Leyshock

Absent: Steve Darr

The meeting was called to order at 5:32 pm. The minutes from June 13, 2016 were reviewed and approved with no additions or changes.

JUNE FINANCIAL REPORTS:

Maintenance & repair expenses are at 74% of budget. June expenses included \$490 to replace multiple broken windows, \$268 to repair the sanctuary fan, and \$536 for boiler pipe repair. Utilities and other expenses are at or lower than budget, so the overall Facilities budget is at 52.7%, close to where it should be. The parsonage electric bill is significantly lower than January-March. This may be due to the heat/AC ducts added to the two addition rooms when the new furnace/AC was installed.

Memorials & gifts funds: Property Improvement Fund is up to \$25,786.

McKay: Starting in June, the Property Maintenance fund will receive \$832.20/month through December. However, \$1,000/month is withdrawn to support budgeted expenses.

OLD BUSINESS:

1. 2016 Capital Projects –
 - a. Parsonage renovation –
 - i. Completed to date: Furnace/AC installation, new driveway, new gas line for stove top replacement.
 - ii. Siding – Randy provided a new quote due to the decision to use cement board, rather than vinyl: \$15,600
 - iii. Windows – Randy re-measured and ordered new windows. The new quote is: \$17,654. This includes all windows except the kitchen bay window, the sun room windows, and the basement window over the washer & dryer.
 - iv. Stove top – Big George's is scheduled to come out on July 12 to install it.
 - v. Louvered heat/AC registers – Pastor John will purchase them.
 - b. Boiler replacement – Lance from Precision Climate is scheduled to come out on 7/12 to do the pipe survey. Steve will be here.
 - c. 4th Ave women's restroom renovation – Steve, Tom and Carol met with Linda Young to narrow down the choices as to what improvements will be made. Quotes are still being obtained, but it appears the total project will cost about \$13,000. Carol will submit an unbudgeted funding request to Finance.

2. Ceiling tile replacement required by health inspector – Randy scheduled 7/14 to prep the ceiling for the drywaller. He'll call to schedule the drywaller.
3. Medical loan closet – Randy submitted a quote for \$5,048 to repair the ceiling and add a floor drain. Carol will submit an unbudgeted funding request to Finance.
4. Changing locks/keys – Vogels changed the locks to the Groundcover offices and the gym. New keys have been issued to the Groundcover staff and One on One coaches. They have separate pass keys that only open the doors in their areas.
5. Dining room serving window – Todd Tribble stripped the top plate. Tom and Jesse reinstalled it. We will not repaint it. Kris Lovelace volunteered to touch up the paint on the area below.
6. Major repairs identified as priorities:
 - i. Sanctuary wall & 4th Ave inside wall repainting - Two estimates have been received so far. They range from \$22,100 - \$43,400. Tom is getting two more.
 - ii. Nursery room improvements – They need new carpeting, paint and lights. Education, Worship, and Leadership Council need to envision what they want.
 - iii. Restroom improvements – Leadership Council needs to come up with a vision.
 - iv. Dining room plaster repair – Steve still plans to call Gerald Milliken for a quote.
 - v. Music room ceiling tiles – An unbudgeted funding request for \$3,500 just for the grid was submitted to Finance. It's on hold until they get budget information on all other identified projects.
7. Nursery room stained glass lead remediation – Todd Tribble recommended a paint that will seal in the lead. Tom will get the information from him.
8. Application of Weed & Feed on church lawns – Tom and Kris decided it was no longer necessary.
9. New Facilities Team members – Tom has invited John Irwin and Scott Lovelace to be on the team. They have both agreed and will start in either August or September.
10. Air conditioning in Youth Room – Carol called Pat Walters for an estimate to extend AC to the Youth Room. They do not do commercial HVAC. She's scheduling two other companies: Koch & White (on 7/13) and Robertson & Morrison (not scheduled yet).
11. BUCC rental rates and concert/recital rates – The Facilities Team approved the final revised rate schedules presented by Carol.

NEW BUSINESS:

1. Several Rental Requests:
 - a. Ann Arbor Youth Chorale requested the youth room in addition to the sanctuary and choir room for their weekly rehearsals. The Facilities team is firm on requesting an additional \$20/wk. Carol will notify them. (They have moved their 9/17 workshop to Huron HS due to Football Saturday.)

- b. Corporate Cleaning requested a room rental for weekly orientations held on Wednesdays. The team did not approve Wednesday night due to the number of activities that occur on that night. They approved rental of classroom E on either Monday or Friday night at a rate of \$70 per week – on a three month trial basis.
- c. Alcoholics Anonymous would like meeting space for a group of about 20 people. It would be 5 days/week, Monday-Friday from 6:30-7:30am. They currently meet at Divine Shepherd Church – which is closing its doors on 7/21 – and pay them about \$100 per week. They have 4 members of their group who are assigned keys. The Facilities Team approved the rental at the same rate, allowing assigned keys, but with the provision that there will be no smoking anywhere in the church building or on the church grounds. Michelle will present this to the Leadership Council on Tuesday night and see if they concur with the rental and with making the church campus smoke-free.
- d. Narcotics Anonymous requested a meeting room weekly on Wednesday nights from 7:30-8:30pm for 7-12 people. They can only pay \$20/month. The Facilities Team declined due to the amount of church activity on Wednesdays.

The meeting was adjourned at 7:40 pm.

NEXT MEETING: Monday, August 8, 2016 at 5:30 pm.

Respectfully submitted,

Carol Leyshock, Parish Administrator

Education Ministry Team Minutes

July 6, 2016

Present: Jane Schmerberg-chair, Julie Feldkamp, and Karen Samford

Not Present: Pastor Greg Briggs, Jan Edie, Wanda Modica, Nancy Pieske and Diana Slaughter

The team met in the Nursery to do some cleaning while we talked.

Nursery issues for Facilities – The Nursery needs some plaster repair and painting. The metal cabinet and coat rack need to be removed for safety.

Fall Sunday School – Greg is putting the ad for the Preschool Teacher on Craig’s List.

Scholarships – We will review the scholarship process in the fall to decide how it might be weighted toward those who have been more active in the life of the church.

Next Meeting – Rescheduled to August 17 because of expected absences.

Submitted by Karen Samford

Bethlehem United Church of Christ Member Care Ministry Team

Notes of July 20, 2016 Meeting

Present: Jan Burnham (Chair), Mary Jean Raab, Mary Friend, Brian Paton (notetaker), Pastor Kennedy (arrived at point indicated below). Karen Goforth was not present. Sue Wortman (Leadership Council Liaison) was not in attendance.

We opened with prayer.

Jan reported that she sent to the Leadership Council the policy we previously finalized on former members becoming members.

Pictorial directory update: Jan reported that the office's assembly of the directory was expected to have the layout ready by now, but now it is expected to be ready by August 12. One outstanding item is to come up with a theme to tie the book together. We noted that we have not approved expenditure from the Member Care Ministry Team for any expenses associated with this project.

Jan discussed the Friends in Ministry. Jan noted that Pastor Kennedy has some communion kits identified, but Jan does not have the specifics.

At this time, Pastor Kennedy joined the meeting.

We discussed honoring Friends in Ministry and in particular long-serving members Wil Leonard and Alethea Helbig. Jan is working to find a date on the church calendar for this recognition. We agreed to spend up to \$60 for a small gift for Wil and Alethea.

We discussed the mailing of the Upper Room along with a postcard. Mary Jean stated based on a number of factors she decided to send the mailing to the 150 members who are not showing attendance or contribution in some time. The total cost is expected to be about \$150.00.

We discussed what support we can offer to people dealing with grief before we get the Stephen Ministry program in place. Pastor Kennedy stated there are resources available.

Pastor Kennedy stated he is planning to lead a program in the fall for veterans.

We voted to approve \$60 for communion kits. We looked at a variety of kits available from a variety of sources. It was suggested we seek a church member woodworker to fabricate some nice wooden cases.

Jan would like to see a space on the planned new website for Member Care.

We acknowledged that if we are going to offer meals to members in need, we need to identify someone to coordinate it.

We are planning to meet on August 17 at 7:00.

We closed with the Lord's prayer.

Submitted by Jan Burnham, Chair