

Bethlehem United Church of Christ

Leadership Council Minutes

June 14, 2016

Present: Sue Buday-President, Michelle Loukotka, Kris Lovelace, Shannon O'Reilly, Karen Samford, Cresson Slotten and Pastor John Kennedy

Not Present: Sue Wortman

The meeting was opened with prayer by Pastor John.

- **A motion to accept the minutes of the May 10, 2016 meeting was approved.**

Team updates:

-**Outreach** did not meet in June.

-Sue Buday met with Greg about **Youth and Family Ministry**.

-**Fellowship Team** is working with Women of Bethlehem to increase participation in the Sauerkraut Supper. The event is being renamed Oktoberfest and will be held on the Friday prior to Heritage Sunday. A wider variety of food will be offered and they wish to add beer and wine. A license and an insurance bond will be necessary to do this but the additional cost will be offset by the sale of the beer and wine. Holy Rollers will bake pretzels to be sold during the event. Members of the congregation will be asked to sell tickets in an effort to draw more people from the community.

- **A motion to add beer and wine to the Oktoberfest was approved.**

A Men's Ministry may get started soon and help with the Oktoberfest, then meet once a month for breakfast.

-**Worship** is training several new people on the sound board.

-The **Education** team is concerned they are not ready to have Sunday School between Services. The Leadership Council feels the Education and Worship Teams should have one or two meetings together and then both teams meet with the Leadership Council. Education also looked at Nursery and they feel it needs some plaster work and painting.

Pastor John handed out information showing worship attendance for January to May from 2011 to 2016.

-The **Facilities** team is continuing to look at the improvements for the Women's bathroom. The Finance Team needs a total budget prior to approving the project.

-The **Finance** team would like approval for a new Revenue Acceptance portion for the BUCC Accounting Policies and Procedures Handbook.

- **A motion to approve the Finance Teams guidelines for Revenue Acceptance as follows was approved.**

Leadership feels strongly that the General Operating Budget (unrestricted gifts) of the Church needs to be the primary source of giving to fund the ministries of BUCC. Unified budget giving allows the entire Church family to participate together in the fulfillment of the ministry plans and programs for that year.

Donations from honorariums, memorials, wills, bequests, or trusts will be filtered through the Finance Committee. Donations which clearly state deposit into existing board designated funds may bypass Finance. Unrestricted gifts will be deposited in the General Memorial Fund.

The Church will make every effort to meet the donor's imposed designation but the Finance Committee does reserve the right to use these funds for other needed ministry purposes as it may deem appropriate. This policy will apply to new funds from acceptance of this policy forward. The primary reason for this reserved right is because a charitable contribution is a gift, and a gift is a transfer of all of a donor's "dominion and control" over the donated property. If after accepting a restricted gift, events occur which impact the ability to meet the donor's designation, then the donor will be notified.

The Finance Ministry reserves the right to decline the acceptance of a particular gift due to its inappropriateness, restrictions placed upon it, or potential financial or legal liability to the congregation.

Funds paid to the church cannot be designated for the pastor's personal or family use at the pastor's discretion. All gifts specifically for a pastor's personal use need to be made out to the pastor and not BUCC. The gifts will not be tax deductible to the donor.

Finance has several projects on hold, waiting for the vision, goals, objectives and strategies. We went into the year with a budget that was not balanced and are still in deficit mode, with income being lower than budgeted expenses. It is encouraging to see pledges are being met more timely than in recent years.

- **A motion for Kurt Schmerberg to chair the Welcome Ministry Team was approved.**

We all feel he will provide great leadership. Pastor Greg remains the staff person to the group. At the meeting Karen agreed to be the Leadership Council liaison to the Welcome team. *Since the meeting Karen found the team meets at a time she is not available. Kris Lovelace is happy to take the liaison position.*

Core Values - Cresson offered to put something together, prior to our July meeting, using the ideas we have come up with, as well as some thoughts Sue Buday and Pastor John will provide. We hope to get the results out to the congregation soon.

Pastor John will be on vacation for one month starting August 9. Greg will fill in and do most of the preaching.

The meeting was closed with the Lord's Prayer.

Next Leadership Council Meeting is Tuesday, July 12, 2016

Submitted by Karen Samford, Secretary

Facilities Ministry Team – Bethlehem UCC

Meeting Minutes of June 13, 2016

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

Absent: Randy Schneider

Attending at the beginning of the meeting: Kris Lovelace and Linda Young

The meeting was called to order at 5:30 pm. The minutes from May 9, 2016 were reviewed and approved with no additions or changes.

4TH AVENUE RESTROOM RENOVATION PROJECT:

Kris and Linda were invited to discuss Kris's extensive research of decorating options. Kris stated that she needs to back off from the project. Linda agreed to attend a separate meeting with members of the Facilities team to decide on the various options identified by Kris and determine a budget. Steve indicated that Kris had come up with some very good plans and he will make sure the project moves forward at a timely pace. It was decided that the toilet partitions will be refinished, rather than replaced, and this should be done first. Linda indicated that Facilities must submit an unbudgeted funding request. An estimated cost of the project will be determined at the follow-up meeting.

MAY FINANCIAL REPORTS:

Maintenance & repair expenses included \$370 spent on the dumpster for the all-church clean up; \$550 paid to Randy to demo and remove the basement closet ceiling that had been damaged from a leaky pipe; and \$355 to repair the automatic door at the 5th Avenue entrance.

Memorials & gifts funds: Parsonage Renovation Fund reflects the recent large donations, as well as the cost of replacing the furnace and air conditioning. Property Improvement Fund was used to repair a leaky radiator in the sanctuary (\$1388) and to refinish the gym floor (\$1225).

OLD BUSINESS:

1. Parsonage sewer back up – The insurance for the contractor who did the sewer work for the City of Ann Arbor reimbursed the full cost of repairing the basement damage, including our \$2500 deductible.
2. 2016 Capital Projects –
 - a. Parsonage renovation –
 - i. Furnace/AC – installed by Pat Walters & Sons on 5/25/16 – included additional duct work to bring heat/air to the 2 rooms in the addition.
 - ii. Breaker box replacement – Adrenalin Electric replaced it on 6/9/16.
 - iii. Siding – Randy is sending a new quote.
 - iv. Windows – Randy is re-measuring and ordering.
 - v. Driveway – Larry Desbrough laid the new driveway on 6/8/16.

- vi. Stove top – Tom scheduled Big George’s to come out and assess what’s needed to install the new range.
 - vii. New leak – outdoor spigot next to driveway – Carol will call Jerry Sutfin.
- b. Boiler replacement – Jeff Wortman from Finance met with Steve, Carol and Precision Climate on May 24 to get a better picture of the state of the heating system. It was agreed that we will pay Precision Climate up to \$1,000 to do a detailed assessment of our boiler pipes and an estimate of recommended repairs. The cost of the assessment will come out of Maintenance & Repair.
- 3. Ceiling tile replacement required by health inspector – Steve will follow up with Randy.
- 4. Medical loan closet – Steve will ask Randy for status on a quote for ceiling/floor repairs.
- 5. Changing locks/keys – Carol will call Vogels to schedule changing the locks to the Groundcover offices and the gym and will issue new keys to the Groundcover staff and One on One coaches. All locks will be accessible with our regular master key (except the actual Groundcover office doors, which will be accessible with our office key), but Groundcover and One on One will have separate pass keys that only open their areas.
- 6. Dining room serving window – Tom has been having trouble reaching Todd Tribble, who is stripping and repainting the top plate. Tom is following up.
- 7. Major repairs identified as priorities:
 - i. Painting the sanctuary walls, especially where they had been replastered. One estimate has been received so far. Tom is getting more.
 - ii. Nursery room improvements – Education and Worship need to meet and vision what they want done.
 - iii. Bathroom improvements – All bathrooms need improvements, especially the 4th Ave women’s restroom and the restrooms off the dining hall. We’re working on a budget for the 4th Ave restroom. The others will require much more extensive planning.
 - iv. Dining room plaster repair – Steve will call Gerald Milliken.
 - v. Music room ceiling tiles – An unbudgeted funding request was submitted to Finance. It’s on hold until they get budget information on all other identified projects.
 - vi. 4th Avenue inside walls – quotes for repairing and repainting these walls will be included with the sanctuary painting quotes.
- 8. Ann Arbor Youth Chorale – still waiting to see if they want to hold their workshop here.

NEW BUSINESS:

- 1. Emergency contacts for cleaning crew – we will change this list to be the same as for the alarm and elevator.
- 2. Application of Weed & Feed on church lawns – Brad is not licensed to do it. Tom volunteered.
- 3. Removal of front 2 rows of pews in chapel – Pastor John and Worship requested their removal to open up more space. Facilities approved their removal and relocation to the gym seating area.

4. New Facilities Team members – Tom has two people in mind that he will invite to be on the team.
5. Homeschoolers – They're ready to schedule fall dates. We are working with them to have the parents sign forms accepting responsibility for security and damage concerns.
6. Concert and Recital rental rates – The Facilities Team approved lower rates for student recitals and concerts, except for concerts that are for profit.
7. Air conditioning in Youth Room – Carol will call Pat Walters for an estimate to install duct work and a bigger unit to cover the Youth Room.

The meeting was adjourned at 7:22 pm.

NEXT MEETING: Monday, July 11, 2016 at 5:30 pm.

Respectfully submitted,

Carol Leyshock, Parish Administrator

Education Ministry Team Minutes

June 1, 2016

Present: Jane Schmerberg-chair, Pastor Greg Briggs, Jan Edie, Julie Feldkamp, Wanda Modica and

Karen Samford

Not Present: Diana Slaughter and Nancy Pieske

Pastor Greg opened the meeting with prayer.

Martha Ebinger Donation – We talked about possibilities, including a “Pray-Ground” space in the front of the church where young children can play and still be in worship and a glass “Cry Room” at the back of the sanctuary. Neither option received overwhelming support. We visited the Nursery and feel it needs plaster repair, paint and the metal cabinet removed for safety.

Facilities – We looked at the newly designated “Family Restroom” from a family welcoming perspective. While we understand the Women’s restroom across from the coat closet is going to be remodeled, Jane will ask Dick Darr to put up a changing table now, to show we welcome families.

Summer Sunday School – We will have all youth in the Preschool Room with one teacher and one Nursery person.

Fall Sunday School – The teachers liked the suggestion by Tom Z. to move the K-6 class to the Gallery.

Pastor John would like to have Sunday School between the worship services, with classes for adults as well.

We feel we are not ready for this as we are short on teachers for the current arrangement.

Greg asked what type of people we would be looking for and will help with finding volunteers. We feel we should be included in conversations/decisions about possibility of changing the Sunday schedule.

Karen will ask the Leadership Council what the discussion process should be for major changes (e.g. possibly changing to Sunday School between services.)

Greg and Jane will work on getting a Teacher for Preschool.

The Saturday Service and Confirmation – went well with 4 confirmands.

Year End Picnic, June 5th – We are all set

Scholarships – 17 applications have been turned in. We talked about the distribution of McKay funds.

Pastors Greg and John would like the distribution of the scholarship funds be somewhat weighted toward those who have been more active in the life of the church. The applications need to be reviewed as they must include a letter of acceptance for full time and registration for classes to qualify for McKay funds. Once all the criteria have been met, Jan will talk with Greg and John.

Graduation Sunday, June 5th – So far there are 12 who have let the office know they are graduating from high school and/or college.

Mission Project – Evangelical Home Saline – Diana wants youth to present the check and help with some of the planting.

The meeting was closed with Lord's Prayer.

Next Meeting is Wednesday, July 6th (1st Wed of the month)

Submitted by Jane Schmerberg

WORSHIP MINISTRY TEAM

Minutes, June 16, 2016

Present: Caroline Ashenfelter, Sue Buday, Harriette Ehnis, Pastor John, Tom Ziesemer

Absent: Arianne Abela, Shannon O'Reilly, Gary Rogers

Harriette opened the meeting with a prayer.

Minutes of the May 18th meeting were reviewed and accepted.

OLD BUSINESS:

- A. Facilities Ministry accepted our request to remove the first 2 rows of pews on each side of the chapel aisle. This will allow for a more flexible use of our chapel. It will also provide for handicapped accessible seating. The removed pews will be taken to the gym and also to a space outside the youth room.
- B. The chapel sound system final cost is still pending. Harriette is working with Jim Stadel and Carol Leyshock to obtain the final expenditure. Harriette also recommended adding a lock from the Schmale Lounge into the chapel so as to secure the newly acquired sound system. Carol Leyshock will follow up on this.
- C. 8:30 worship service changes continue to be well received. The service has been shorter in length with the exception of communion Sunday. A separate bulletin is being used for this service. The offering is to be collected with the prayers of the people during the hymn following the sermon. Congregants are to remain seated during this hymn.

NEW BUSINESS:

- A. Leadership Council Update: Our leadership council continues to work and clarify the core values for BUCC. All ministry teams are looking forward to receiving core value guidance. The council has clarified the wording of the by-laws concerning financial gifts and donations to the church. This will assist them for future decision making. The Council is also discussing the future direction for family and youth ministry leadership. Plans for the Stephen Ministry training to begin in January 2017 are in progress. Worship attendance has improved over the past year. Financial pledges are on target.
- B. Interim Music Director Position: Arianne Abela will on a "maternity" leave from September 1 - January 1, 2017. Two applicants will be interviewed on July 7 for the interim position. It is to be noted that we will encourage youth participation in the Christmas services.

- C. Education Ministry and Worship Ministry will be in conversation moving forward with a faith formation model at BUCC. The goal is to move to a two worship service model with faith formation (Sunday School, Adult Bible Study) between the two services so that all adults and youth can be involved in all aspects of worship. Pastor John will draft a letter inviting the Education Ministry Team to meet with the Worship Ministry Team in September.
- D. Worship Ministry Team is very pleased with the ONA vote. Our team does not foresee any changes in our worship format as a result. The vote was a public statement to the community at large that we are a welcoming community.

FYI

- A. The Broadcast team will be meeting on 6/20. It is our hope that this meeting will address a future direction with a relevant structure.
- B. We continue to seek lay liturgists. Sarah Herwick has volunteered for 06/26 and Jan Eadie will serve on 07/03.
- C. Next meeting will be on Friday, August 5 off site. Guests are welcome.

Meeting ended at 8:30 with the Lord's Prayer.

Respectfully submitted,

Harriette Ehnis

WORSHIP MINISTRY TEAM

Minutes, May 18, 2016

Present: Arianne Abela, Caroline Ashenfelter, Sue Buday, Harriette Ehnis, Pastor John Kennedy, Shannon O'Reilly, Gary Rogers, and Tom Ziesemer

Caroline opened the meeting with a prayer.

Minutes of the 04/13 meeting were reviewed and accepted.

OLD BUSINESS

- A. Sound Board Operators: Jim Stadel and Gary Rogers have started training Jamie Dylenski, Kurt Schmerberg, and Edgar Vasquez on the sanctuary sound board. Interest in this activity has also been expressed by Chloe Schmerberg and E.J. Vasquez. This is an important ministry and we are continuing to seek participants. Trainees will pair up with an experienced sound board operator until they are comfortable on their own. Pastor John and Arianne are asked to communicate with the sound board operators prior to the service so that microphones are appropriately placed.
- B. Radio/Broadcast Committee: A meeting has been scheduled for Monday, June 21, to bring everyone together to discuss the vision of the committee for moving forward.
- C. A sound system has been tried in the chapel which worked beautifully. As a result, a system has been purchased. Speakers currently on stands will be permanently mounted. We are still waiting for a wireless microphone. Cost of the system was approximately \$2000. Currently, we have \$1550 donated. Harriette proposed that some basic training should take place for those who open the church and those who usher so that setting adjustments can be made.
- D. The Bridges Concert Series in its current form will be suspended. As a whole, BUCC does not really support the concerts. If a group wants to use our space, we will treat it as a rental and they will be responsible for their promotional materials. In the future, we may have two guest ensembles: one in the spring and one in the fall. In addition, Pastor John and Arianne have worked out a plan for her absence (maternity) so that she can stay at home and enjoy her baby. She will work until the end of August. Her temporary replacement will be here through December. He/she will be part of our Worship Ministry Team.

NEW BUSINESS

- A. Leadership Council Update: ONA reported on the logistics for the May 22 vote on the Opening and Affirming issue. It was also reported that, in the near future, we will need to upgrade our facilities, i.e., nursery, bathrooms, sanctuary, and fellowship hall in order to attract new families. Member Care Ministry Team received approval to begin a Stephen Ministry program in 2017. This is the largest, most successful lay person program in the world. In the meantime, Pastor John is going to train members of Bethlehem Friends how to administer home communion.

- B. 8:30 a.m. Service Worship Ideas: Pastor John and Harriette are looking for new approaches to the 8:30 service rather than having it just a streamlined version of the 10:00 service. Pastor John likes the intimate setting that allows for trying new ideas e.g., collecting the offering during the hymn after the sermon, having guest musicians, using a separate bulletin from the 10:00 service. The Worship Team would like 2 pews removed from the chapel so it is not so crowded up front. Taking this action would allow for alternative seating and provide handicapped accessibility. Tom Ziesemer will take this request to the Facilities Ministry Team. Pastor John also stated that in the future we will not be canceling the 8:30 service for races in Ann Arbor.
- C. Pastor John and Arianne have planned out the services for the summer months. There will be a couple of "pick up" choirs. Arianne will have a Sunday morning rehearsal for the "pick up" choirs. Arianne has some experimental things to try, e.g., teaching a new hymn before the congregation sings it. Tom talked about a spontaneous choir: Music is put out the week before the service, and anyone who is interested can come forward during the service to sing. Guest organists have been secured for Gail's summer absence except for two Sundays. Arianne will follow up on this.
- D. Adopting a Faith Formation Model: Pastor John would like us to move toward a faith formation model that brings young people into our service. Every Sunday should be intergenerational. We discussed having an early worship service followed by Sunday School for all ages and then proceed to the main 10 o'clock service. We need to build a pipeline to children. Our numbers of children are critically low. It was suggested that a meeting be set up during the summer between the Education Ministry Team and the Worship Ministry Team to discuss the adoption of a faith formation model.

5. Miscellaneous Items

- A. Creative Worship Focus Group was canceled last week. Will try to meet at least once this summer.
- B. Shower for Arianne sponsored by our team and the choir will be held on June 9 at Roy and Sue Muir's home.
- C. Christmas Day falls on a Sunday this year. Pastor John may look into providing an afternoon/evening service instead of the regularly scheduled worship services to allow congregants to be home with their families in the morning.

6. Meeting adjourned at 8:25 p.m. with the Lord's Prayer.

Next meeting is scheduled for Thursday, June 16, at 7 p.m.

Respectfully submitted,

Harriette Ehnis

Bethlehem United Church of Christ
Member Care Ministry Team
Notes of June 15, 2016 Meeting - DRAFT

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

We opened with prayer.

Pastor Kennedy reported that there was nothing to share from the Leadership Council.

Jan handed out an “Addendum” of “Member Care Team Activities Between Meetings, April 20-June 15” that she suggested be appended to these meeting notes.

With respect to the Stephen Ministry program, Jan stated she hoped we could send people to Stephen Leader training in Pittsburgh in July 2016. Pastor John stated he is now hoping that we can send people to Stephen Leader training in 2017. There are not funds from the pastor’s discretionary fund from McKay in 2016. Pastor John stated that we can ask for budget funds for Stephen Ministry for 2017. He committed to use \$6,000 to \$7,000 from the congregational support part of the 2017 pastor’s discretionary McKay funds for Stephen Ministry. and we can begin to look for at least two and preferably three Stephen Leaders. The Stephen Leaders would then do the publicity for the Stephen program and the Stephen Ministers.

In terms of the funding for the initial fee with Stephen Ministries and the training of the Stephen Leaders, Brian suggested we might ask for donations from the congregation.

We discussed the pictorial directory, the background of which is referenced on Jan’s Addendum. Jan would like to see us finalize the activity pages by June 24 in order to receive 10% additional directories.

Jan highlighted the items from her Addendum related to Friends in Ministry.

Mary Jean asked if the Member Care team can receive a list of people in hospital or needing care. Jan stated that Dindy Haab keeps a prayer chain letter that includes that information. Jan stated she would ask Dindy to ask Dindy to include the Member Care team on the distribution.

We talked about the idea of honoring the Friends in Ministry and their service, and in particular Wil Leonard and Alethea Helbig who are retiring from Friends in Ministry.

Jan stated that she would like to see more members for Friends in Ministry.

Jan stated that Women's Fellowship approached her and stated they had purchased 100 items called "File of Life" into which people, in particular older single people, can record emergency contact information and other vitals. Our assistance was requested to identify people who would benefit by having this item. Pastor John stated he could take them to particular people he knows could use them. We also determined that Friends in Ministry would be able to identify people who could use them and actually take them and help fill them out.

We received two requests from people who wanted to rejoin and talked about the process. We reviewed the notes from our November 2015 meeting and determined we had adopted this policy as a conceptual matter, then Brian was to draft the policy; he did so, then some amendments were suggested and made. Brian stated he would resend the last iteration of the policy dated January 7, 2016. If there was agreement, we would send it to Council as a policy we adopted.

We talked about a potential time frame to get the program in place. If we could get Stephen Leaders into training by February, then allow approximately a month or two for selection of Stephen Ministers, then approximately 10 weeks for the 50 or so hours of training. We are probably therefore realistically looking at the program not really being in place until the fall of 2017.

Mary Jean articulated an idea about looking at our current membership list and identifying the ones who are not very actively participating. She estimates there are approximately 200. Mary Jean suggested we send a copy of the Upper Room and a copy of the Visitor to all these folks. In some cases, there are two or perhaps more in the same household. For the Upper Room, the cost is approximately \$1.00 per copy, a little less if we buy a greater quantity. We would also ask the recipients if they are interested in continuing to receive those publications. This would be a way of reconnecting these folks to the Church.

Jan suggested we re-look at the concept of a Parish Nurse and what we would envision for it. Harriet Ehnis expressed an interest in such a role.

We are planning to meet on July 20 at 7:00.

We closed with the Lord's prayer.

Submitted by Jan Burnham

Addendum
Member Care Team Activities between Meetings
April 20 – June 15

Stephen Ministry

- At our April 20th meeting Pastor Kennedy expressed his support for Stephen Ministry. He believes this program should be one of the pillars in our caring at Bethlehem.
- Prior to this meeting team members researched other churches that have developed Stephen Ministries using a set of questions that Brian Paton developed.
- On April 23rd Mary Jean Raab, Brian Paton, and Jan Burnham attended an Introductory Workshop on Stephen Ministry.
- On May 4th at an informal meeting our entire team met with Pastor Kennedy to answer questions from our workshop experience and further discuss the Stephen Ministry program.
- On May 8th the Member Care Team voted to adopt the Stephen Ministry program for Bethlehem.
- At their meeting on May 10th the Leadership Council voted to support the Stephen Ministry Program.
- On May 12th Pastor Kennedy requested funding for the Stephen Ministry program from the Finance Ministry Team with the hope that we could send at least two people to be trained as Stephen Leaders at the end of July because the training was in Pittsburgh and travel would be less costly. This would allow us to begin the program in the fall. The cost is a one time fee of \$1675.00 for the life of the congregation, approximately \$1000 to train each Stephen Leader, and travel expenses and materials.

Pictorial Directory

After the decision at our April 20th meeting to use Life Touch, we have done the following:

- On April 26th a meeting was held with Cindy Perkins, our Life Touch representative. Present were: Carol Leyshock, Donna Whitney, and Pastor Kennedy from the office and Karen Goforth, Mary Friend, and Jan Burnham from the Member Care Team. At this meeting a contract was signed and plans were made for taking pictures and producing activity pages.
- On Sundays May 1, 15, and 29 members could sign up for picture sessions during coffee hours. Brian Paton, Karen Goforth, Mary Friend, and Jan Burnham helped schedule appointments.
- In May Jan Burnham gathered 15 people to act as hosts to welcome members, complete check-in paperwork, and verify current membership information.
- Picture sessions were held on June 1, 2, 3, 6, and 7.

- During May members could sign up on line and received a call from Pastor Kennedy and a reminder of the appointment from Life Touch.
- During the week of June 12th homebound people under the care of Friends in Ministry were contacted. Mary, Jan, and Cheryl Grant helped to make appointments and take photos.

Friends in Ministry

On May 4th Pastor Kennedy met with Friends in Ministry to discuss how many members would be willing to learn to give Communion and take Communion to homebound members. Also, the group discussed helping to get materials on Journeying through Grief distributed to those in need. The group is still looking for someone to organize sending of these materials.

Patti Maki is helping to make appointments for Pastor Kennedy to give Communion and updating the Friends in Ministry list. This meeting was one step in helping to re-invigorate Friends in Ministry.

Submitted by Jan Burnham

Bethlehem UCC Welcome Ministry Minutes

June 27, 2016 (DRAFT)

Attendance: Kurt Schmerberg, Jessica Joslin, Gary Kade, Barb Marshall, LC liaison Chris Lovelace, Staff: Pastor Greg Briggs and Pastor John Kennedy. Excused: Paul Marshall

- 1.) Meeting was called to order at 5:10 PM. Jessica Joslin led the group in an opening prayer.
- 2.) Problem with the information monitors: Carol Leyshock had emailed regarding problems with the information monitors. The church IT professional indicated the low Wi-Fi signal and intermittent power outages at the monitors were troublesome as the current media players need to be reset after each break in service. Two solutions were suggested: 1) Install UPS battery back-ups at each location; two units were recommended one smaller unit for ~\$92 each and a bigger unit with larger battery and surge protection for ~\$140 each. 2) Replace the media players at all three locations with a higher grade unit which are able to auto reset. The IT person recommended trying the UPS installation first to see if that would resolve the issues. MOTION was made and properly SUPPORTED to approve the purchase of 1 UPS at ~\$92 and to install at the most troublesome location to see if that resolves the issues. MOTION CARRIED.
- 3.) MEETING TIMES and DATES: After discussion with those in attendance it was suggested that our regular meeting time remain the Third Monday of each month at 5:00 PM.
- 4.) Jessica was asked to discuss possible collaboration with the ONA task force moving forward. She indicated that the ONA group was focusing on next steps in two areas: Continue to inform and resource the congregation on ways to better engage the LGBTQ community when they visit our facility; Reach out to the LGBTQ community to inform them of our ONA status and invite them to worship with us. The welcome team expressed interest in continued participation with ONA.
- 5.) Next areas of focus were discussed for the Welcome Ministry. Many suggestions were put forth. 1) Working with the office and other Ministry Teams to have readily available methods for new folks to "Plug-in" to service projects at BUCC and to highlight those on the Refrigerator page; 2) Developing a play area in the fellowship hall so children could be at coffee hour along with parents; 3) Walk and Talk Building Tours for Visitors after worship on Sunday mornings; 4) Aiding in development of an area for youth to be present in sanctuary worship service; 5) Team discussed the UCC Still Speaking 2.0 toolkit and how it could be utilized on our website and generally in the wider work of the Welcome Ministry. There is much good information here to be used immediately as well as developed over an extended period. One of the items the tool kit suggested is updating the Church website. After significant discussion a MOTION was made and properly SUPPORTED to move forward with securing a firm to develop a Beta website and to request from Leadership Council authority

to coordinate same with the other Ministry Teams. Welcome Ministry would take the lead in overseeing the new website development and design with competent web designers.

MOTION CARRIED.

- 6.) Additional items we intend to work on in the shorter term is staffing the Welcome Desk on Sundays and developing a more consistent approach to “welcome” with our ushers. It was suggested that the one of the south narthex ushers could be assigned to the welcome desk. Kurt will schedule a meeting with the usher “Captains” to discuss the possibilities. Also talked about taking advantage of the big events that come our way. It was suggest that Welcome work with the YAYA Ministry Team on the Art Fair parking. Greg indicated that they intended to have information on the Flint water crisis and to solicit donations during Art Fair parking. It was suggested to also give away chilled water with the information and ask for donations which will be given to the Flint Community. Replacement of the rainbow doors was discussed when they get returned to First Congregational prior to Art Fair. Given the time replacement of the display would be difficult so it was suggested that Jessica ask ONA if an additional banner could be purchased for the Fourth Ave side of the building.

The meeting adjourned with the Lord’s Prayer at 6:45 PM.

Respectfully submitted,

Kurt Schmerberg,

Welcome Ministry Chairperson

Fellowship Meeting Minutes

Sunday, June 26, 2016

Attendance: Jane Ziesemer, Kris Lovelace, Jan Eadie, Sue Irwin, Pat and Shannon O'Reilly

Meeting was called to order at 11:20.

Discussion: Oktoberfest, Friday, October 7

Help needed in the areas listed below. I am planning on posting sign-up sheets the first week of September for most of these areas but I would like one person to chair and monitor the sign-up area they are chairing. One on one approach to folks is nice too.

*(Needs a Chair Person)

***Parking Attendants** - 2 shifts – 5:45 – 6:30p.m. and 6:30 – 7:30p.m.

***Welcome Hosts** - 2 shifts – 5:45 – 6:30p.m. and 6:30 – 7:30p.m.

Advertising – Sue Muir

Ticket Design – Sue Muir (\$10.00) – Discussed putting the following on the tickets: Street Parking Available, **Food served from 6-8p.m.**, Entertainment, and part of the proceeds going to Facilities.

Ticket Sales – Cheryl Grant, chair (during Coffee Hour and handing out Packets of 8 starting Sept. 11)

Ticket Taker that night

Money Person – Dindy Haab

***Dining Room** – Set-up and mealtime (two shifts - 6-7p.m. and 7-8p.m. to monitor food table and tables being vacated by guests)

Decorating Hall – Kris Lovelace, chair

Kitchen – Bob Walker is on board. Looking for two others.

Pretzel Crew – Holy Rollers – need table to sell them

Desserts – Jan Eadie, chair

Beer/Wine – Loukotkas

***Clean-Up** – 8:30p.m. (with beer and wine available, we will set a cut-off time but won't boot folks out at 9:00) We'll talk more about timing later.

Menu – Brats, German Potato Salad and at least one other, Spatzen, Sauerkraut, Chips, Cookies, Brownies, Beer and Wine (for sale), Coffee, Water, Lemonade.

It will be picnic style with all paper products (B-Green Store) so it feels like a picnic and not a formal dinner. Guests will go through a line to get their food and beverages. No one will be serving. Guests will dispose of their own trash.

We are planning on entertainment at no cost.

Meeting adjourned at 12:30 a.m.

Submitted by Jane Zieseimer