

Bethlehem United Church of Christ
Congregational Meeting
Minutes, April 17, 2016

Attendance 78 (Quorum)

The meeting was called to order by President Sue Buday.

An opening prayer was offered by Pastor John Kennedy.

• A motion to accept the minutes of the January 31, 2016 Annual Congregational Meeting was approved.

1. *Allow the Finance Ministry Team to secure a loan for parsonage repair*

Donations in the amount of \$64,000 (including one large gift of \$60,000) have been received since the call by the Leadership Council for this meeting, therefore this agenda item was removed.

2. *Allow the Facilities Ministry Team to undertake the necessary parsonage repairs*

Steve Darr and Randy Schneider were present to talk about the needed repairs with a total current budget of \$64,000 including some contingencies. Items included are: replacement of windows, sills, siding, furnace, air conditioning, and driveway. In addition, the breaker box needs to be replaced, a load bearing garage wall needs repair, additional insulation is needed in the attic and a few other miscellaneous items need repair. It was noted energy efficiency will be a factor in decisions.

Sue Buday thanked Roy Muir and Larry Katz who had started fund raising for this expense.

Roy expressed gratitude for the donations.

There was a standing ovation for Marjorie and Eugene Alber for their generous donation.

• A motion to use the \$64,000 donations for parsonage repairs was approved.

3. *Approval of the 2015 annual report*

Jan Edie added to the Education Ministry Team report: two scholarships, not part of the McKay Fund, went to Brandon Kinsman and Christian Moehrle.

• A motion to approve the 2015 annual report with the amendment was approved.

Notes:

There will be a letter going out, calling a meeting on May 22nd, to approve designating Bethlehem as an ONA church and accepting the Covenant of Welcome.

The Finance Team is very thankful for the donations to make the parsonage repairs.

Thanks also to Jeff Wortman for looking into a loan with Bank of America.

Thanks to Steve and Randy and the Facilities Ministry Team

• A motion to adjourn was approved.

The meeting was closed with Lord's Prayer.

Respectfully Submitted, Karen Samford

Bethlehem United Church of Christ Leadership Council Minutes

May 10, 2016

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

The meeting was opened with scripture and prayer by Pastor John.

- **A motion to accept the minutes of the April 12, 2016 meeting was approved.**

Ministry team updates:

Welcome Ministry Team – is still without a chair. Pastor John has an idea and will make a call tomorrow to ask if that person would step in for the remainder of the year.

Member Care – would like to start the Stephen Ministry program. The Leadership Council supports Member Care in this endeavor. A few people will attend training to become Stephen Leaders and will then train several Stephen Ministers. There is a cost per congregation plus a cost per leader trained as well as some materials. Some funds need to be allotted for this training.

Bethlehem Friends - Five of the members of Bethlehem Friends have signed up for training on how to do home communion visits.

Bethlehem Friends will also be in charge of seeing that booklets and a note are sent periodically to those who have had a loss.

Facilities – will be starting with the ceiling in the ladies room.

ONA is planning for the vote on the 22nd. There will be written ballots with the Leadership Council handling the counting. This will be a single motion to accept Bethlehem as ONA and accepting the Covenant of Welcome. There will be hymn singing during the counting. With an affirmative vote we will be signing large posters of the Covenant of Welcome, ringing the bells and taking lots of photos.

A larger celebration will be planned following our being officially certified as an ONA congregation by the Open and Affirming Coalition.

John's report – The lack of a chair for the Welcome Ministry Team, and the Member Care Ministry Team starting a Stephen Ministry program were already been mentioned.

John feels a growth model would include the two services with an hour in between with faith formation classes for youth and adults.

A decision needs to be made on how to use Martha Ebinger's \$15,000 donation intended to help with children. This could be improvements to the current nursery or a cry room under the balcony in the sanctuary.

Visioning/Core Values

The congregation wants a sense of where we are going.

We spent the remainder of the meeting brainstorming this issue and scheduled another session on May 24th.

The meeting was closed with the Lord's Prayer.

A meeting to continue discussion of core values will be held Tue, May 24th at the home of Michelle Loukotka.

Next Leadership Council Meeting is Tuesday, June 14, 2016

Submitted by Karen Samford, Secretary

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

April 12, 2016

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

The meeting was opened with prayer by Pastor John

Parsonage Repairs – Steve presented an outline of needed parsonage repairs totaling \$64,000, including contingencies. Donations in the amount of \$63,975 have been received toward the project.

• **A motion to ask the congregation to approve spending up to \$64,000 of directed donations for necessary parsonage repairs was approved.**

Steve also indicated in the future it may be beneficial to replace steam heating with hot water heat to be more efficient; however, the boilers are in good shape and should last for some time. The current heating system issue is leaking pipes. The Facilities Ministry Team is looking into putting up to \$15,000 per year into replacing pipes, for the next five years. They are also looking into repainting the sanctuary which will help to preserve the plaster repairs that have not been painted.

• **A motion to accept the minutes of the March 20, 2016 meeting was approved.**

Thank You Note – for a large donation toward the parsonage repairs.

Sue Buday will send a thank you note from the Leadership Council on behalf of the congregation and leadership of Bethlehem.

ONA Task Force – has continued reaching out to the congregation and finalized the Covenant of Welcome. They want to bring the Covenant of Welcome to the congregation and have a vote on becoming an ONA church. They are planning to have flyers on the tables during the meeting on April 17th and having a Coffee, Cookies and Covenant to talk about the Covenant of Welcome on April 24th between services and after the 10:00 service and perhaps another week as well.

• **A motion to call a congregational meeting on May 22 to vote on becoming an ONA Congregation and approving the Covenant of Welcome, as supported by the Leadership Council, was approved.**

Performance review of Pastor John – The Leadership Council has the responsibility for Pastor John’s annual review. We will meet at the home of Kris Lovelace at 6:00 on April 21 to begin this process.

Pastor John’s Report – John pointed out the church is looking for direction to move forward. He recommended the Leadership Council take the lead in pulling together a set of core values. Using the church profile created for calling a new pastor and the mission statement, we can attach goals including how we want things to look in 2020 and 2025. We can offer the congregation two or three choices and then set time tables. To facilitate this, we will spend a portion of each meeting working on it. In addition, we will try meeting away from the church. In May, we will meet at the parsonage.

Pastor John will have Carol send out copies of the profile and our mission statement. Cresson will send out the notes from the group meetings.

John Suggested we read Transforming Congregational Culture by Anthony Robinson

The meeting was closed with the Lord’s Prayer.

Next Meeting – May 10th, 7:00 p.m. at the parsonage

Respectfully Submitted, Karen Samford - Secretary

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

Special Meeting - March 20, 2016

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

- **A motion was approved to call a special meeting of the Governing Body (the congregation) to:**
 - Approve the Annual Report**
 - Allow the Finance Ministry Team to secure a loan for parsonage repair**
 - Allow the Facilities Ministry Team to undertake the necessary parsonage repairs**

The meeting will take place on April 17th. Sue Buday has started a letter to the congregation announcing the meeting.

- **A motion was approved to accept the minutes of our March 8, 2016 meeting.**

Our bylaws state "those who have been members for at least one year, shall be eligible to hold elected office of the Church." As Tim Mummaw has not been a member of the church for a year, our previous motion to appoint him as chair of the Welcome Ministry Team was invalid. The bylaws also state the Leadership Council "in consultation with Nominations, appoint members to fill vacancies in unexpired terms of elected positions of the Church." Sue Buday will ask the Nominations Committee for a recommendation to chair the Welcome Ministry Team.

- **A motion was approved to withdraw the appointment of Tim Mummaw as chair of the Welcome Ministry Team.**

Next Meeting – April 12th, 7:00 p.m.

Respectfully Submitted, Karen Samford - Secretary

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

March 8, 2016

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

Pastor John opened the meeting with prayer.

Review of Jessica Joslin's Ordination Paper

President Sue Buday welcomed Jessica Joslin. Discussion included her experiences and journey, the importance of ordination to her and the fact she feels God is calling her to be a heaven builder and help to grow love, justice and mercy in the world.

• A motion for Bethlehem United Church of Christ to recommend Jessica Y. Joslin to the Church and Ministry Committee of the Covenant Association to be considered for advancement in the process of ordination was approved.

Sue Buday will speak with Jess on how we should pass on our recommendation to the Church and Ministry Committee.

It is likely Jessica's Ecclesiastical Council will be held on the afternoon of April 23 at Edgewood UCC in East Lansing. Ordination would take place after she has received a call.

• A motion to accept the minutes of the February 14, 2016 was approved.

Ministry Team Updates

Finance - met with the Welcome Team concerning the "Tree of Life", as they want to take on promoting the sale of leaves. Revenues will continue to be undesignated.

Facilities – has met with Precision Control on the boiler concerns. The problem is actually the pipes in the basement and sub-basement which are leaking. They are looking for prints that show the plumbing to help cut costs. Once the plumbing is done, there would be the possibility of retrofitting the boilers to switch to hot water rather than steam, saving in the cost of heating.

Welcome – Kirsten Parin has submitted her resignation as Chair of the Welcome Ministry Team as of April 1st and has recommended team member, Tim Mummaw, as her replacement.

• A motion to approve Tim Mummaw to replace Kirsten as chair of the Welcome Ministry Team for the remainder of the year was approved.

Karen Samford asked to be replaced as Liaison to the Welcome Ministry Team.
Pastor John will take this on, as he will be attending all the meetings.

Youth and Young Adult - needs more members and more staff time.

ONA Task Force Updates

Sue Wortman handed out two documents: Steps for the ONA process as taken from the Open and Affirming Coalition United Church of Christ web site and a Proposed Covenant of Welcome.

A panel discussion is scheduled for Sunday after church with a pizza lunch. Jamie Dylenski will facilitate and those on the panel include Pastor John, Jess Joslin, Marie Slotten and Andrew Keller (from Netherlands via Skype.)

The task force is asking the Leadership Council to approve the following Covenant of Welcome to be taken to the congregation:

“We, at Bethlehem United Church of Christ, declare ourselves an Open and Affirming congregation where we celebrate Christ’s extravagant love. We covenant with God and one another to welcome the diverse tapestry of all people, no matter their age, race, nationality, ethnicity, economic circumstance, marital or family status, physical or mental ability, sexual orientation, gender identity, or gender expression. We invite everyone—believers and questioners, seekers and skeptics—to share their gifts in the life, leadership, ministry, fellowship, worship, sacraments, responsibilities, and blessings of our congregation.”

• A motion to support the Covenant of Welcome for presentation to the congregation, to be voted on at a future date was approved.

Pastor John’s Report – John stressed the need to do a visioning process and state our core values, along with what our big vision is for the next few months, few years and 5 years or so. He feels we need to get some things done to increase enthusiasm and later we can set strategic objectives. John will try to get a group together to put the core value data from the two leadership retreats on paper.

Miscellaneous

We talked about space. John suggested a three person task force to look at leasing space with Carol actually doing the agreements.

Sue Buday mentioned several people are working on fund raising ideas to cover the costs of the parsonage repairs.

Performance review of Pastor John

It is the responsibility of the Leadership Council to conduct an annual performance review of the Pastor. Sue Buday will email the UCC evaluation tool and schedule a separate meeting for this.

The meeting was closed with the Lord’s Prayer.

Next Meeting – April 12th, 7:00 p.m.

Respectfully Submitted, Karen Samford - Secretary

Finance Ministry Team Minutes

May 12, 2016

Present: Jane Conlen, Jeff Wortman, Shannon O'Reilly (Treasurer) and Pastor John Kennedy

The meeting was called to order at 7:05 pm. The minutes from the April meeting were reviewed and approved as circulated.

Financial Review: Investments are holding steady. We are on target for pledges at this point in time. Administrative miscellaneous expense is at 64% of the total budget at the end of the first quarter.

Unbudgeted Requests Section:

a: Heat Piping Request – A meeting has been scheduled with Precision to get more information about replacing the pipes for the boiler.

b: Request to replace the ceiling tile in the basement music room – A verbal request was submitted to the Finance Ministry for \$3,500.00 to replace the ceiling tiles in the music room. No one has given us a written request yet. Jeff will ask facilities to fill out the form and tell us which fund they want the money to come from.

c: Numerous likely expenditures have been identified by Facilities. Some are large, such as painting the sanctuary. These need to be reviewed for overall funding strategies and sources. We will need a working meeting with Pastor John and at least Steve from the Facilities Ministry to find out what these expenditures are and how we can fund and or budget for them.

Miscellaneous:

- a. Amazon Smiles Fund Raising - Everything has been submitted and it will take another 4-6 weeks for this to be approved and put into place.
- b. Stewardship Campaign Update – No update at this time. John would like to get through the ONA vote before he works on this further.
- c. Ebinger Donation – Discussion needs to take place regarding fund designation, fund usage and where to place funds with future donations. A meeting will be scheduled once Linda returns.

Leadership Council Update:

- a. ONA updated LC on the vote to be held after church on Sunday, May 22nd. This will be a two part motion with one vote approving both part, the covenant of welcome statement and actually becoming open and affirming. Paper ballots will be used and you must be a member to vote. The ONA task force will give in introduction then step

back. Sue Buday will run the meeting as President. Member Care will be in charge of giving out the ballots and two members of LC will count the votes at a table set up in the chancel area.

- b. Member Care would like to start a Stephens Ministry program at BUCC beginning in 2017. There is a one-time fee of \$1,675.00 to enroll in the program. We would need at least 2 people trained as leaders and the cost for this is \$1,097.00 per person. This includes lodging for 6 nights and 9 meals. Stephens Ministers pair up with someone and spend a minimum of 1 hour per week with that person.

Update on Retention Policy of Policies and Procedures: Tabled until Linda returns.

Policy and Procedure on Establishing Board Designated Funds: Tabled until Linda returns.

Other – We have had a number of conversations that would have been beneficial to have Betty attending our meetings. We make decisions that sometimes get lost in translation between Finance Ministry and Betty, which sometimes has caused us to revisit the same issue more than once. We would like Betty to attend our normal meeting once a month for the first hour of the meeting (7:00 pm until 8:00 pm). John will talk to Carol and find a way to make this happen.

The next meeting will be June 9th at 7:00pm. The meeting was adjourned with the Lord's Prayer.

Respectfully submitted by Shannon O'Reilly

Facilities Ministry Team – Bethlehem UCC

Meeting Minutes of May 9, 2016

Present: Steve Darr, Randy Schneider, Rev. John Kennedy, Tom Ziesemer, and Carol Leyshock

Absent: Michelle Loukotka (LC Liaison)

Presenting at part of the meeting: Kris Lovelace

The meeting was called to order at 5:30 pm. The minutes from April 11, 2016 were reviewed and approved with no additions or changes.

APRIL FINANCIAL REPORTS:

Maintenance & repair included a couple of large expenses: elevator painting and food service license fee. It was agreed that the license fee should be transferred to certifications.

Memorials & gifts funds: The large donations to the Parsonage Renovation Fund are still not reflected in the fund report. Betty is updating the database and it will be corrected for next month's report.

McKay: There is currently \$9,235 in the fund. The revenue to that account is expected to end around July, and we will be paying \$1,000 per month from the fund to help balance the budget, so we should expect to have no more than about \$6,000 available this year.

OLD BUSINESS:

1. Parsonage sewer back up – The insurance company reimbursed all but our \$2500 deductible. We are still awaiting resolution of their attempt to get a refund from the contractor who did the recent sewer work for the city of Ann Arbor.
2. 2016 Capital Projects –
 - a. Parsonage renovation –
 - i. \$64,000 was approved by the congregation at their 4/17/16 meeting.
 - ii. Furnace/AC – The team decided to go with Pat Walters & Sons – Option 2, the higher efficiency furnace and AC. Carol will call to schedule.
 - iii. Breaker box replacement – Adrenalin Electric's bid was approved, as it was about \$800 less than Vedder. Randy will call to schedule.
 - iv. Siding – It was agreed we would install 8" white HardiePlank with 1/2" insulation. Randy will requote the project.
 - v. Windows – Pastor John would like to go with white small pane, double hung, tilt-in windows. Randy is updating his estimate.
 - vi. Driveway – Jeff Novak quoted \$6,000. Steve requested a quote from Larry Desbrough but hasn't heard from him. Carol will follow up. Steve would like the job done next week.

- vii. Basement den ceiling demolition – Randy scheduled it for 5/23. He will also tear out the few ceiling tiles at the bottom of the stairs.
 - viii. Stove top – Tom is researching stove tops and estimates to install gas.
 - b. Boiler replacement – Finance wants to meet with Steve and Precision Climate so they can have a better understanding of the project. Carol will schedule it.
 - c. 4th Avenue women’s restroom renovation – Kris Lovelace did extensive research and came up with several recommendations and options. It was agreed to start with installing a drop ceiling, crown molding and light fixtures. Steve will bring in some samples of ceiling tiles. Kris priced new light fixtures, totaling about \$800. Randy priced fan/canned light combination fixtures over the toilets at \$240 total.
3. Ceiling tile replacement required by health inspector – Randy will schedule the job and Carol will notify Jim Stadel and Jesse Wilcox to empty the room.
 4. Medical Loan Closet – Randy is still working on a quote for ceiling/floor repairs.
 5. Changing locks/keys – Vogel quoted \$250 to change Groundcover and 1 on 1 locks.
 - a. Groundcover – Concern was raised about the damp and musty condition of the closet to which we plan to move their file cabinet. We will ask Jesse and Jim if they’d like to paint the room and install a vent in the door before moving them. It was also agreed that we would re-key the locks with a new key first then re-key again to allow use of the master key along with their passage key.
 - b. One on One – we can proceed with changing their locks now.
 6. All church work day April 30 – Tom said they got a lot done, the trash dumpster was filled to the brim. Habitat is picking up items this week. They will schedule another day.
 7. Dining room serving window – Todd Tribble is stripping and repainting the top plate. Tom is following up with him for status.
 8. Nursery Room stained glass window lead remediation – Steve and Randy will take another look at the windows.
 9. Major repairs identified throughout the building are listed below. It was agreed that the Leadership Council needs to prioritize them.
 - i. Painting the sanctuary walls, especially where they had been replastered. Estimated cost for entire sanctuary: \$30-35,000. Facilities is pursuing painting quotes and funding sources. Steve still plans to give Tom the names of some painters to contact for quotes.
 - ii. Nursery room improvements
 - iii. Bathroom improvements
 - iv. Dining room plaster repair needed in several areas.
 - v. Music room (basement) – The ceiling tiles were all removed by Kris & Scott Lovelace. Steve estimated it will cost \$2500-\$3000 to install just the suspension system. The ceiling tiles will add more. The church needs to determine what that room will be used for. Steve will contact Finance for a funding source.
 - vi. 4th Avenue inside walls need new plaster and paint
 10. Gym floor cleaning/polishing – scheduled for May 27. Cost of \$1225 already approved.
 11. Sanctuary radiator leak – Lance repaired it this week. No invoice has been received. \$1500 estimate approved previously.

12. Security – Allstar Alarm installed the 2 video cameras in the 1st floor halls for \$1270.
13. Sextons – We still need sextons to assist with the rental over Memorial Day weekend. Tom is still recruiting. Carol will email the Facilities Team to check their calendars.
14. Ann Arbor Youth Chorale – confirmed that they will rent for fall/winter rehearsals at \$70/wk; still considering holding their workshop here.

NEW BUSINESS:

1. Sanctuary lighting panel repair – Steve moved to formally withdraw the request for \$16,000 for sanctuary lighting repair that had been approved by the congregation at the annual meeting. Tom seconded the motion and it was passed unanimously.

The meeting was adjourned at 8:00 pm.

NEXT MEETING: Monday, June 13, 2016 at 5:30 pm.

Respectfully submitted,

Carol Leyshock, Parish Administrator

Education Ministry Team Minutes

May 4, 2016

Present: Jane Schmerberg-chair, Pastor Greg Briggs, Jan Eadie, Julie Feldkamp, Nancy Pieske, Karen Samford, Diana Slaughter and Wanda Modica

Pastor John Kennedy joined us to talk about a donation to help with children

Pastor John opened the meeting with prayer.

Martha Ebinger Donation – John indicated Martha wanted to help with children. Possible uses would be to glass in part of the space under the balcony for a cry room or update the nursery. John would like the Education team to come up with a vision to take to the Leadership Council. As people will often donate, the vision could cost more than the \$15,000. We need to take into account the possibility all Sunday School classes will be moved upstairs to allow renting out the basement spaces.

Facilities Issues – Jane will be getting back to facilities about adding changing tables in the main floor bathrooms. She will also mention lowering the height of the paper towel dispensers.

Confirmation –

Service with Statements of Faith will be Saturday, May 14 at 5:00 with dinner at 6:00.

We will have pasta and the visual theme will be fire.

Only 4 Confirmands will attend as Ellie will be away with her school class.

To help the Confirmands with their Statements of Faith, Greg suggested they could use the topic “What is so important to me, I am willing to stand up for it.”

Greg will read Ellie’s.

Confirmation will be on Sunday, May 15; the service will be a good example of intergenerational worship.

Education will pay for a new Pentecost banner which will be in honor of the Confirmation class.

Year End Picnic – June 5th – may use Greg’s grill but may need someone to cook.

Tom will get the food – hotdogs, chips, ice cream cups and will also help coordinate tables.

Jane will do bubbles, etc.

Jesse may help move the grill.

Scholarships – Pastor John would like the distribution of the scholarship funds to be somewhat weighted toward those who have been more active in the life of the church.

Miscellaneous –

Next month we will work on organizing the Sunday School Headquarters.

Greg mentioned it is helpful to have youth be involved early on in projects rather than bringing them in to help at the end.

The meeting was closed with Lord’s Prayer.

Next Meeting is Wednesday, June 1st (1st Wed of the month)

Submitted by Jane Schmerberg

Fellowship Meeting Minutes

Sunday, May 15, 2016

Attendance: Jane Ziesemer, Kris Lovelace, Sue Irwin and Jan Eadie

Meeting was called to order at 11:30

1 - This was a very brief meeting to finalize our plans for the Veteran's Luncheon on May 25. Jane is making the Sloppy Joes, buying buns and chip variety packs. Salads provided by Jan – Strawberry Pretzel Salad, Pat O'Reilly- Pasta Salad, Sue-Ramen Noodle and Kathy Warner-Kale Salad. Kris is buying a special cake. We will have water and coffee.

2 – Fellowship agreed to pay for the Garden Breakfast for those helping with the plantings on Friday, May 20 at church.

3 – Fellowship is providing the hot dogs, buns and ice cream for Fellowship/Education Ministries Sunday.

Our next meeting is scheduled for Sunday, June 26 where we will brain storm the fall "Harvest Fest."

Meeting adjourned at noon.

Submitted by Jane Ziesemer