

Bethlehem United Church of Christ Leadership Council Minutes

October 11, 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.

The Oktoberfest went very well.

- **A motion was passed to approve the September 13th minutes as printed.**
- **A motion was passed to accept the Finance Ministry Team's policies on Computer Authorizations and Backup and Access to Records and Record Retention, with the change of "Senior Pastor" to "Pastor".**

Ministry Teams - Welcome and Finance are short on people.

Parsonage Repairs - The parsonage siding is almost complete but the total cost could run considerably over budget due to rotted wood under the siding and other issues encountered during the repairs. Facilities and Finance will come to the Leadership Council with suggestions on financing the additional costs.

Pastor John's Report -

John stressed the importance of Faith Formation for children, youth and adults.

He has asked the Education Team for suggestions and will be asking the youth as well.

He is going to be putting together job descriptions for two part time positions and will bring them to the Leadership Council for input. He will need to bring a budget proposal to finance. The positions need to be developed on paper for the Leadership Council to look at prior to budgeting.

John would like the church to consider having classes between services.

Stewardship – there will be a mailing in a couple of days and another on the 20th with photos showing activities in the church.

Need to get the nursery fixed as well as the bath rooms.

Core Values – we spent time going over a few adjustments to the core values graphic. It was decided we would meet with the Ministry Teams on Saturday, November 12th to get their input.

The meeting was closed with the Lord's Prayer.

The next Leadership Council meeting will be Tuesday, November 8th.

Submitted by Karen Samford, Secretary

Finance Ministry Team Meeting Minutes October 13, 2016

Present: Jane Conlin, Linda Young, Shannon O'Reilly and Pastor John Kennedy

The meeting was called to order at 7:10 pm.

Minutes from the September 8 meeting were reviewed and approved s circulated.

Financial Review: Linda noted that we are \$8,000.00 under last year. Revenues and expenses seem in line for 75% of the year completed.

Unbudgeted Requests:

- a. Old: Heat Piping request – New information was received today. Precision Climate Control quoted \$7,340.00 to replace the Hoffman pump in the boiler room. A motion was made to use funds from the HVAC Fund in the amount of \$915.00 and the balance of \$6,425.00 to come from the General Memorial Fund. This would deplete the balance in the HVAC fund. The motion passed.
- b. Old: Ceiling tile in the basement – Still on hold.
- c. Old: Medical Loan Closet: \$4,000.00 to be taken from Property Improvement for floor only was approved by email vote.
- d. Old: Parsonage Overruns – Finance learned from Facilities that the Parsonage Repair is over by \$26,000.00 to date and currently \$23,000.00 is underfunded. Because of the size of the overrun, this will need to go to the congregation for approval. Unexpected repairs included: as siding was removed from the house, it was discovered that there was a large amount of wood rot under it. Also, structural problems were discovered with the garage – it was not mounted to the slab and there was a lot of wood rot around the bottom of the garage walls. Painting and caulking still needs to be done and Facilities is seeking bids on this. The painting and caulking are not included in the present overage. A discussion was held to determine ways to fund this overage. Options included: 1. Contributions from various funds, 2. Fund raising, 3. A loan as originally planned and 4. Contribution from one fund. A final decision will wait until Jeff comes back as this is an important discussion. In the meantime, if a contractor needs to be paid or is past due, the General Memorial Fund may be used as a loan to be paid back after finance and congregational decisions are made. Finance will ask Leadership Council to call a congregational meeting for Sunday, November 20, 2016, after the 10:00 service to approve this expenditure.
- e. Background Checks - Safe church training has been cancelled for this year. However, we do want to continue with background checks, and many have already been done. For this budget year we will proceed with background checks on anyone who works with youth and the members of Leadership Council. A motion was made and passed to take the cost for these background checks out of the Youth and Young Adult Ministry line in the operating budget.
- f. Second Floor Bathroom Emergency Plumbing Repair - The cost of this repair is \$1,170.00 and will come out of the Property Improvement fund. This was approved by email vote.

- g. Dining Room Plaster Repair - The cost for this is \$570.00 and will come out of the Property Improvement fund. This was approved by an email vote.
- h. Nursery and Preschool Room Upgrades - Repairs and upgrades needed include lead remediation (the stained glass windows), plaster repairs and painting of both bathrooms. A motion was made and passed to use \$5,570.00 of the Martha Ebinger funds in the General Memorial Fund to cover these upgrades.

Miscellaneous:

- a. Fourth Avenue House – Greg will be vacating the house by the end of October. We then need to decide what we want to do with the house, keeping in mind that some options would put the house back on the city's tax rolls and we would have to pay property taxes. Some initial brainstorming included selling/moving the house and increasing the size of our parking lot, using the house for meetings and retreats (would keep the house off the tax rolls), using the house for rental income and paying property taxes, or hiring a church caretaker to open and close the church and be responsible for things such as room setups and sexton duties for events. The house could be offered in lieu of salary or in addition to a greatly reduced salary.
- b. Youth Budget Realignment for 2017 – Discussion included switching the Youth checking fund to a Memorials and Gifts Youth account. If expenses arise that would be appropriate to this ministry, unbudgeted request forms can be turned into the Finance Ministry Team for approval just like other areas. In 2017 Youth income and expenses would have line items in the operating budget as they do now like all ministries. All Income would flow through the operating budget.
- c. Video License Budget – Historically worship covered this expense and it will be left in the worship budget for the remainder of 2016. We recognize that this will cause the Worship Ministry to go over budget in 2016. In 2017 this will be moved to the administrative line item in the budget.
- d. Stewardship Sunday – This will be held on November 13, 2016 and the theme will be Family. Pretzels, donuts and cider will be service at the coffee hours that day. The first letter is going out on October 14, 2016 and speakers have been lined up for Stewardship Moments during the worship services. The pledge card is different than previous years and the time and talent portion is also being revised. Pledges can be brought forward while music is playing, but this will not be a “parade of decades”.
- e. Meijer Community Rewards – This program has been discontinued and the information has been removed from the church website.

Leadership Council Update – LC has been working on the church's core values and is almost ready to present this to the ministry teams, and then to the congregation. LC will hold a meeting from 9:00 am until noon on Saturday, November 12, 2016 to present this to the ministry teams and get their feedback.

The next meeting will be on November 10, 2016 at the normal time.

The meeting was adjourned with the Lord's Prayer.

Respectfully submitted

Shannon O'Reilly, Leadership Council Liaison to the Finance Ministry

Facilities Ministry Team – Bethlehem UCC

Meeting Minutes of October 10, 2016

Present: Steve Darr, Randy Schneider, Tom Zieseemer, Michelle Loukotka (LC Liaison), John Irwin and Carol Leyshock

Absent: Rev. John Kennedy

The meeting was called to order at 5:30 pm. A warm welcome was extended to John Irwin, who has accepted the invitation to join the team. The minutes from September 12, 2016 were reviewed and approved with no additions or changes.

SEPTEMBER FINANCIAL REPORTS:

The overall Facilities expenditures are at 68.4% of budget, below the expected 75% YTD. Utilities have remained relatively low. The maintenance and repair line item is at 99.9%. Four separate church plumbing repairs cost a total of \$1,464 in September. The Property Improvement Fund paid for an additional plumbing repair of \$1,170.

Parsonage Renovation Fund – See below. \$7,228 remains in the fund. Additional expenses are expected to be about \$32,000. The Holy Rollers plan to donate \$3,000, and a donation of about \$2,000 is expected from the Oktoberfest proceeds. This leaves a \$20,000 shortfall. Steve will talk with Finance.

McKay: The property maintenance portion has a current balance of \$10,064.

OLD BUSINESS:

1. 2016 Capital Projects –
 - a. Parsonage renovation – The project is nearly done. Total expenses to date: \$57,922.
 - i. Windows – Completed. Total cost was \$24,523.
 - ii. Siding – Randy has not submitted bills for the siding – materials or labor – expected to be about \$27,000. Painting and caulking the siding will add about \$5,000, totaling about \$32,000 to complete the project.
 - b. 4th Ave women’s restroom renovation –
 - i. Window replacement – The new windows are still on order.
 - ii. Stripping the paint from the toilet stall partitions – Rob Knecht fell through. Steve is trying to line up someone else to do it.
 - iii. Toilet replacement - Ken Cook came out again and revised their quote to \$1,720 to replace the toilets. Steve will order the toilets after the partitions are done.
 - iv. Terrazzo floor refinishing – Randy has been communicating with Steve Cattell about when to start the work.

- c. Sanctuary wall & 4th Ave inside wall repainting – Waiting for a 3rd bid – from Thomas Brothers. They came out on 10/4/16.
 - d. Nursery and pre-school room improvements – It was decided to request funding to move forward on stained glass lead remediation, plaster repair and painting.
 - i. Stained glass lead remediation – Tom found a sealant. Randy quoted about \$2500 to seal and paint the windows in both rooms.
 - ii. Plaster repair, nursery – Gerald Milliken quoted \$1,670.
 - iii. Painting the walls – Randy quoted \$1400 to paint both rooms.
 - iv. Lights – Adding a drop ceiling and canned lights to the pre-school room would cost about \$5,000. Vedder is coming out on 10/19 to quote replacement of the current fluorescent fixtures with updated models of the same type.
 - e. Boiler replacement – Steve has been unable to reach John at Precision Climate to discuss the \$7,340 quote to replace a bad pump in the boiler room. He'll try again. He'll also ask about the survey that was never completed.
 - f. Medical loan closet – Finance approved \$4000 for the floor and drain repair. Randy will schedule the job in late November.
2. All church clean up October 29 – Tom has identified 3 major areas: church grounds, boiler room, and the dining room and adjacent storage room.
 3. Gas provider – the current gas rate is \$3.88 for 12 mos. It was \$3.85 in September. The cost may go back down. Steve gave approval to Carol to lock in a 12 month price as soon as our broker recommends it.
 4. Church assets video inventory – Our insurance agent said the company that used to do video inventories no longer does it and he is not aware of any others. He recommended we do it ourselves. Carol was unable to find anyone online. Michelle will ask Bob if he would be interested in taking on this project.

NEW BUSINESS:

1. The after-hours contact list was reviewed and revised, in light of recent changes.
2. Broken window repairs – Six windows in the basement classrooms are cracked. One was recently broken and the person responsible offered to pay for it. Wolverine Moore quoted \$1001 to repair all 6 and \$190 to repair just the broken one. Facilities decided to do just one.
3. Ann Arbor Youth Chorale requested use of the dining room on Tuesday Nov. 29 and Tuesday May 2 for plant sales for a few hours each day. The Facilities team agreed to it at no charge.
4. Health inspector citations –
 - a. Two leaking faucets – Paul was unable to repeat the problem and planned to call the inspector.
 - b. Missing floor tiles in kitchen and pantry/storage room – Steve will look at it.
 - c. Men's restroom near dining room needs plaster repair – Steve will have Gerald Milliken do it when he does the nursery.
5. 2017 budget priorities –
 - a. 4th Ave House: The Facilities Team endorses the idea of offering the Sexton's house rent-free in return for a commitment to a specified number of hours of work for the church.
 - b. Capital projects identified for 2017 –
 - i. Boiler pipe repairs
 - ii. Sanctuary painting
 - iii. Women's 4th Ave restroom completion

TABLED ISSUES:

1. Fellowship Hall and nearby restrooms – on hold until Leadership Council completes the visioning and prioritization process.
2. Music room ceiling tiles – on hold per Finance.
3. Air conditioning – further consideration tabled until April 2017: Youth room, choir room, programmable thermostat for office AC.

The meeting was adjourned at 7:00 pm.

NEXT MEETING: Monday, November 14, 2016 at 5:30 pm.

Respectfully submitted, Carol Leyshock, Parish Administrator

Education Ministry Team Minutes

October 5, 2016

Present: Jane Schmerberg-chair, Julie Feldkamp, Nancy Pieske, Karen Samford, Jan Edie, Wanda Modica and Pastor John Kennedy.

Not Present: Diana Slaughter

Jane opened the meeting with prayer.

Bibles - We will order bibles for those in 3rd grade and above who haven't gotten one. In the past bibles have been given in the fall. Perhaps these could be present as part of the Children's Moment.

Scholarship – We talked about the scholarships and how we might weigh the amount given. We will look at this further in January.

Mission Project – Ideas are Native Americans and Refugees, would like Diana's input.

Nursery Improvements – Pastor John pointed out the core values, mission and vision will dictate what we do, but it will take some time. We should dream big. We know the Nursery needs plaster repairs, painting, lighting improvements, and the sink/cabinet replaced. The windows need the lead covered which could be done by covering with a clear coating or the windows could be covered with plastic. We could use some play structures. John suggested looking at Tatouagedesigns.com for wall designs.

Nursery School Teacher - Jane to work with Carol get advertising out.

Halloween Party – The youth group plans to make a haunted house. Kids can wear costumes to church

Day of the Dead – Jane asked Nancy Nicholson if she would do something but she cannot.

3rd Sunday Youth Walk – Jane will be out of town and Nancy Pieske will teach for her. Nancy Nicholson will do the walk. This needs to get on the church Calendar as an on-going event

First Sunday of the Month – We would like to have shorter, upbeat hymns

New Staff Positions for Youth - What should a paid professional do for youth – have things ready, advertise events, motivate, get volunteers.

Children's Christmas program – Dec 11th - Sarah Herwick will do the skit, Jan will take care of the potluck, and Nancy Pieske will do the advent workshop. Jane will talk to Sarah about a practice schedule.

John suggested the book –“Transforming Congregational Culture”

The meeting was closed with the Lord's Prayer.

Next Meeting – Wednesday, November 2nd at 6:30 p.m.

Submitted by Karen Samford

WORSHIP MINISTRY TEAM
Minutes, October 20, 2016

Present: Harriette Ehnis, Pastor John Kennedy, Shannon O'Reilly,
Gary Rogers and Tom Ziesemer
Absent: Caroline Ashenfelter, Sue Buday, Paolo Debuque,
Guest: Michelle Loukotka

Meeting opened with a prayer by Gary Rogers.
Minutes of the 9/15 meeting were reviewed and accepted.

Michelle Loukotka was invited to attend our meeting to help plan our Totenfest services on Sunday, November 6. The following plan was made: (1) Names of deceased that are printed in the bulletin will come forward when called upon and they will light a taper that has been placed on a side table. Handbells will be rung when each person is named at the 10 o'clock service. Shannon will arrange for this. Harriette will strike the "singing bowl" at the 8:30 service. (2) Communion will be my intinction. When people come forward for communion, they may light a tea light on a side table if they want to remember a deceased family member or friend not previously mentioned. (3) Michelle will arrange to have assistants at each side table to help with the lighting of the candles. (4) Michelle will take an inventory of candles to assure that we have the necessary number.

OLD BUSINESS:

- A. The proposed joint meeting of the Education Ministry Team and the Worship Ministry Team is going to be postponed until appropriate staffing is in place. Pastor John reported that position descriptions will be done in November so that hiring can begin. The goal is to have a person(s) in place in January 2017. Currently, Leadership Council is looking at two positions: (1) Youth and Family (2) Youth Director.
- B. Heritage Sunday Feedback: scriptures were too long. Next year we will eliminate German scriptures.

- C. Veterans Sunday and Stewardship Sunday will be on November 13th. Names of veterans will be printed in the bulletin and veterans will be asked to stand to be recognized. Pastor John will work with Paolo to secure appropriate music.

NEW BUSINESS:

- A. Discussion took place regarding the length of the 10 o'clock service. Though the liturgical format will remain the same, Pastor John will experiment with the printed bulletin. It was recommended that all items that are non responsive be eliminated in the printed bulletin.
- B. Advent and Christmas Services were discussed. The following activities will take place:
1. The children's Christmas program, "Unfrozen", on December 11 at 10 o'clock.
 2. Christmas Eve Services
 - (a) 5:00 pm service will be a family candlelight program with emphasis on children participating
 - (b) 7:30 pm traditional lessons and carols, candlelighting, chancel and handbell choirs, brass and string instrumentalists
 - (c) 11 pm service will feature lessons and carols, candlelighting, communion, and a harpist.
 3. Because Christmas Day and New Years Day fall on Sunday this year, we will have only the 10 o'clock service on each of these Sundays.
 4. Pastor John will seek additional people to assist with the 5 pm Children's program.
 5. Gary Rogers will make every effort to secure sound technicians for all of these services.
 6. Pastor John will consider doing an advent bible study.
- C. Leadership Council Update was presented by Pastor John and Shannon O'Reilly. The group has been diligently working on the proposed core values for BUCC. They are requesting that members of our ministry teams attend a presentation on Saturday, November 12th from 9 am to noon so that we can respond and clarify. This is an important activity for ministry

teams to have this information so that the 2017 team budgets can be developed.

- D. Budget Review and Planning: Upcoming organs repairs for both the sanctuary and chapel organ, amounting to approximately \$3600.00 are being planned. Harriette asked the group if these repairs should be in the team budget for 2017 or possibly come from the Memorials and Gifts Organ Fund. It was strongly recommended that these dollars be requested from the finance team and they could recommend the appropriate source of funding. In addition, Pastor John has had a contact regarding broadcasting our service on Ann Arbor Community TV. The station will do it for free, train our designated members, and rent us the equipment.

Meeting closed with the Lord's Prayer.

Next meeting will be on Thursday, November 17 at 7 pm

Respectfully submitted,

Harriette Ehnis

Bethlehem United Church of Christ

Member Care Ministry Team

Notes of October 19, 2016 Meeting DRAFT

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

We opened with prayer.

We had previously approved the September meeting minutes by email.

We had no report from the Leadership Council. Pastor Kennedy had communicated by email that the one-time fee for Stephen Ministry would be paid out of the McKay Congregational Benevolence fund.

As to the pictorial directory, Jan advised she learned there have been some delays in approving the proof. It has not been sent back to the printer yet; the plan is now to have the proof sent back to the printer by the end of this week. Our information is that the directories should be printed within three weeks of sending in the proofs.

So far we have spent \$354 of our \$2000 2016 budget. We have funds remaining for a Christmas member mailing. We talked about what we should do. We discussed various plans, such as prayer beads, an advent calendar similar to what we did last year, or a three dimensional card. We agreed to all come up with ideas by next Wednesday, October 26 and email them to each other. Brian will prompt the discussion with the cover email with the draft notes.

We will also consider our 2017 budget ideas and be prepared to discuss those as soon as the Finance Ministry Team seeks input.

We raised that we have had continuing requests from members for a grief support group. We would like Pastor Kennedy's thoughts on support for such a group.

Jan stated that we are being requested to provide ideas on any amendments to the Time and Talent form. Jan will send it to us for feedback.

We expressed some concerns as to whether the needs of those in need of pastoral visits are being met, including whether the resources are being distributed in a way so as to attend to the breadth of needs in the congregation.

Our next meeting is scheduled for November 16 at 7:00.. We closed with the Lord's prayer.

Bethlehem UCC Welcome Ministry Minutes

September 19, 2016 (DRAFT)

Attendance: Kurt Schmerberg, Gary Kade, Barb Marshall, Paul Marshall, LC liaison Chris Lovelace, Guest: Marilyn Pearson from Bethlehem Cemetery Board; Excused: Pastor John Kennedy.

- 1.) Meeting was called to order at 5:05 PM. Kurt led the group in an opening prayer.
- 2.) Minutes Approval – MOTION was made and supported to approve the minutes of our last meeting as amended. MOTION CARRIED.
- 3.) Student Dinner Update: With the elimination of the Associate Pastor's position and the short time frame between Greg's departure and the scheduled dinner, the committee felt it was prudent to cancel the event for September 22, 2016 and to reschedule later in the program year.
- 4.) Crop Walk Water Station: Kurt indicated that we have the supplies necessary to man a water station for the crop walk on 09/25/2016. The longer walk participants will be coming down 4th Avenue so we decided to set up the station at the canopy entrance so access to the restrooms would also be convenient. Kurt and Jane Schmerberg will monitor the station and provide the table.
- 5.) Website Update: Kurt arranged for a conference call a 5:30 with Justin from Ministry Designs so the committee could ask questions. Marilyn Pearson from the Cemetery Board was invited to our meeting as the Cemetery is also investigating development a website. Justin call and the committee discussed with him the option and benefits of their services. Justin suggested and registered a domain for the Cemetery's website. We discussed the various options and templates they offer. The meeting teleconference was very productive. Welcome Team members are to review the available templates between now and our next meeting so we can make a decision.
- 6.) Welcome Team Finances: The Worship Team paid for the "doodle pads" in the pews when they needed to be replenished. They have asked for us to reimburse their budget for these. MOTION was made and supported to reimburse Worship for the cost of the doodle pads. MOTION CARRIED. We also discussed the cost currently paid from the Administrative budget for the network administrator to seek solutions for the problems with the information monitors. MOTION was made and supported to authorize reimbursement of the admin budget for \$370 from the Welcome budget; \$210 for work already supplied and \$160 for work on installing a cable and signal repeater closer to the Welcome Center so see if that resolves the issue. MOTION CARRIED.
- 7.) New Member assimilation: Kurt had a discussion with Jan Burnham from Member Care regarding coordinating the assimilation of new members into the life and activities of the church. The responsibilities are overlapping and a clearer definition needs to be developed.
- 8.) Joint Meeting with Ushers/Worship Greeters/ Welcome Team: We need to coordinate these folks a meeting to discuss our Welcoming procedures and the potential staffing of the Welcome Center.

Having no further business the meeting adjourned at 6:35 PM with the Lord's Prayer

Respectfully submitted,

Kurt Schmerberg, Welcome Ministry Chairperson