

Bethlehem United Church of Christ Leadership Council Minutes

March 14, 2017

Present: Sue Buday - President, Ron Dechert, Kris Lovelace, Shannon O'Reilly, Karen Samford, and Pastor John Kennedy

Not Present: Judy Coucouvanis and Sue Wortman

- A motion to accept the minutes of the February 14, 2017 meeting was approved.
- A motion to accept the minutes of the January 22, 2017 special meeting was approved.
- A motion to accept the March 9, 2017 Finance recommendation regarding Youth Funds was approved.

Rental Task Force – We will be having a meeting with a realtor to talk about rentals.

Capital Campaign Task Force – This group still needs to be formed.

Worship is working on Lent. The Leadership Council feels we need to have youth choirs.

Pastor John's Report – Many resumes were received for the two open positions. John plans to have phone interviews with four candidates by the end of the week and interview one or two in person next week.

Outreach update – The Outreach Ministry Team plans to distribute budgeted funds to four organizations supporting healthy children and families. A representative of each organization will be invited to attend worship or a lunch after service when information about their group is shared and a check is presented.

Capital Improvements – We talked about the list of needed improvements and decided to start with areas visible to visitors and where progress can be seen.

Update Men's Restroom on first and sanctuary floors.

Refinish hallway floors on the main floor

Paint entryways

Paint hallway walls on the first floor

Paint and update the coat room

Sue will schedule a meeting with Facilities and the Leadership Council to talk about fellowship hall updates.

The meeting was closed with the Lord's Prayer.

The next regular Leadership Council meeting will be Tuesday, April 12th at 6:00 PM.

Submitted by Karen Samford, Secretary

Finance Ministry Team Minutes

March 9, 2017

1. Call to order: Meeting called to order at 7:05
 - a. Ken Tappe, Shannon O'Reilly and Jeff Wortman
2. Review and approval of Minutes from February
 - a. Minutes were unanimously approved
3. Financial review
 - a. There are no major issues at this point
 - b. Points of concern being watched are
 - i. Electric utilities at the Parsonage have been extremely high – heating adjustments are being worked. Subsequent information suggests the problem has been addressed
 - ii. Finance Ministry needs to be updated on the rental income forecast as we understand 1on1 has reduced their usage – action for Jeff to get with Carol for updated forecast.
4. Investment Policy Statement proposed by Bank of Ann Arbor – should we wait until the April review with Steve Seymour?
 - a. Unanimously agreed to defer to the April meeting
5. Unbudgeted Requests Section
 - a. New: Roof repair – formal request with contractor quote - \$10,524 – approved no action required
 - b. New: Pipes – formal request with contractor quote - \$14,111 – approved no action required
 - c. Old: Facilities did request a board designated fund for Sanctuary Painting! Finance approved a Fund Description via e-mail. Recommendation made of using donations first with the remainder to come from General Memorial Fund approved on 1/22/2017 approved no action required
 - d. Old: 4th Ave. Women's RR. Recommendation to use donations first with the remainder to come from General Memorial Fund approved on 1/22/2017
 - e. Old: Commitments to funds is in spreadsheet
 - f. New/Old: Nursery and Pre-school Room Improvements
 - g. Old: Painting of 5th Ave. entrance: Decide what you want to do – Over a year old ? no present record of which fund it was coming from –
 - i. After discussions with Carol Leyshock and Steve Darr it was agreed to drop this for now. A new proposal will be submitted that will encompass all anticipated expenditures.
6. Miscellaneous:
 - a. Meeting with Ministry Teams to Review Policies and Procedures – Proposed for February 26th

- i. Meeting was well attended by Ministry chairs with material presented by Linda Young
- b. 3-5 year Capital Plan update – walk through completed, currently with Leadership Council
- c. Building Insurance: Meeting to be held March 12. Jeff plans to attend
- d. Reconciliation reports for 2017
 - i. Ken completed the review for February
- e. Proposal to split old Youth Fund – Inter-generational Mission and Youth, combining Youth Fellowship and Youth Musical.
 - i. See proposals following meeting minute notes below.
 - ii. Both proposals unanimously passed
 - iii. Both proposals were subsequently approved by Leadership Council
- 7. Leadership Council Update:
 - a. No specific actions were noted although there was general discussion around LC’s plans for prioritizing the large capital expenditure list prepared by Scott Lovelace.
- 8. Other:
 - a. Stewardship responsibilities in the Finance Ministry Team
 - i. An active discussion developed around where Stewardship responsibilities should sit in the church organization. A proposal will be developed for discussion and review with Pastor John and Leadership Council.
- 9. Next meeting – April 20, 7pm in the Library
- 10. Adjourn with the Lord’s Prayer.
 - a. Meeting adjourned at 8:45

**Proposed Fund Adjustments related to the existing YOUTH fund
March 9, 2017**

Fund Proposal – Intergenerational Mission Fund

The purpose of this fund is to support inter-generational mission trips and related activities of the church. This fund will be managed principally by the Chair of the Outreach Ministry Team in conjunction with Finance Ministry. Initial funding will come from a transfer of funds (approximately \$3400) from the Mission Fund under the Youth Fund. Over time Mission trips have evolved from primarily youth to a wider, inter-generational group of church members and friends.

It is expected that this fund will remain in place indefinitely to support regular annual mission trips and activities. Donations and contributions will be carried over from year to year.

It is proposed that the MISSION FUND under the YOUTH FUND be closed with all monies transferred to the Inter-Generational Mission Fund which will become a fund under Memorials and Gifts.

Fund Proposal - Youth Fund

The purpose of the YOUTH fund is to be used specifically for youth related fellowship and educational activities, retreats, and mission type events. The Youth Fellowship and the Youth Musical funds will be

combined into one Youth fund. The staff person responsible for the youth program will work with the Sr. Pastor in managing the Youth Fund. The Sr. Pastor will have final approval on the use of funds in conjunction with the Finance Ministry Team.

Initial funding will come from a transfer of funds (approximately \$19,742) from Youth Fellowship and the Youth Musical funds under the existing Youth Fund.

It is expected that this fund will remain in place indefinitely to support ongoing youth events and activities in conjunction with operating budget funds for youth activities. Donations and contributions will be carried over from year to year.

It is proposed that the Youth Fellowship and the Youth Musical funds under the YOUTH FUND be closed with all monies transferred to the one YOUTH Fund that will become a fund under Memorials and Gifts.

Facilities Ministry Team – Bethlehem UCC

Meeting Minutes of March 13, 2017

Present: Steve Darr, John Irwin, Michelle Loukotka, Rev. John Kennedy, Erich Santifer, and Carol Leyshock.

Present at beginning of meeting: Andrew Hayton from Church Mutual Insurance, Ron Dechert (LC Liaison) who could only stay through Andrew's presentation, and Jeff Wortman (Finance) who stayed through the Phoenix proposal discussion.

The meeting was called to order at 5:31 pm. The minutes from February 13, 2017 were approved with no additions or changes. Ron Dechert and Erich Santifer were welcomed as new members to the team.

ANDREW HAYTON, CHURCH MUTUAL INSURANCE PRESENTATION

Andrew Hayton, an agent with Church Mutual, presented a proposed property insurance policy that includes full replacement value for property damage (vs. the current policy that provides for only functional replacement value). Much discussion ensued. Andrew will provide more information to John Irwin, who has been taking the lead in researching insurance companies and policies. The Facilities Team will review all of John's comparisons at a later date.

PHOENIX CONTRACTORS, INC. PROPOSAL

Steve Darr presented the proposal from Phoenix Contractors, Inc. to provide services for a conceptual design and budget for the renovations of the Fellowship Hall. The scope of their services will include investigation, measurements, concept plans and budget preparation at a lump sum cost of \$12,980. This is a pre-construction proposal with no commitment to proceed with the construction phase. Steve Darr moved that the Facilities Ministry Team approve and recommend this proposal with the stipulation that, because Phoenix is uniquely suited to perform these services due to their reputation, experience, and expertise in restoring churches and historic buildings, we will not seek other bids. Michelle Loukotka seconded the motion and the Facilities Ministry Team unanimously approved it.

FEBRUARY FINANCIAL REPORTS:

Overall expenses remained within budget. Parsonage electricity was lower than January, but still high, probably because of the electric heater in the sunroom. Pastor John said there is a draft coming through the new windows in the sunroom. Steve will ask Randy Schneider to caulk the interior windows. Pat Walters and Sons came out and did some adjustments to the furnace fans, but Pastor John still does not think there is enough heat coming to the sunroom. Carol will call Pat Walters again.

The elevator expense appears high but is within budget. We are paying a semi-annual service fee rather than quarterly. McKay funds are staying static. The monthly withdrawal to support the operating budget is equal to the monthly distribution received. In April we should learn the exact RMD for 2017.

OLD BUSINESS:

1. 2016 Capital Projects –
 - a. Parsonage renovation –
 - i. The gutters were reinstalled and Randy did partial painting under them.
 - ii. Caulking was completed by J.C. Pattock.
 - iii. Full painting is to be done in the spring.

- b. Sanctuary, N. Narthex & 4th Ave inside wall repainting – The job was completed on February 15. Tom Ziesemer asked Todd Tribble to come back and paint the S. Narthex at the request of several BUCC members. The additional cost is to be determined.
 - c. 4th Ave women’s restroom renovation – All work has been completed except reinstallation of the partitions, installation of the decorative radiator enclosure, mirror, and several minor items. Randy Schneider will reinstall the partitions this week.
 - d. Nursery and pre-school room improvements –
 - i. Vedder is replacing the lights in the pre-school room and nursery this week.
 - ii. Stained glass lead remediation – No status change.
 - iii. Tile in children’s restrooms – Carol will contact Ken Cook to remove the toilets so Shamrock can install the tile.
 - e. Boiler and pipes – Replacements have been postponed until the heat can be turned off. Precision Climate proposed installing a shutoff valve to the 4th Ave canopy vestibule radiator (cost = \$2-300). Steve said yes.
 - f. Medical loan closet – Steve will ask Randy to repair the floor without a drain.
2. Health inspector citation – removal of the asbestos tile in the pantry/storage room – Facilities plans to include the improvements to this room with the Fellowship Hall construction project.
 3. Slate roof – Butcher & Butcher came on 3/1/17 to install more heat tape and is returning to do the slate shingle repairs.
 4. Exterior lighting – Vedder proposed the installation of a light on the sexton house shining toward the sidewalk (\$650). Tom and John I. looked at the possibility of moving the light outside the sexton house door instead. Steve said he’d look at it with Randy.
 5. 4th Avenue house – Eugene Alber paid \$2,000 to have the entire interior painted. The job is complete. Carol will schedule the carpet cleaning.
 6. Water leaks along foundation on south side of church – Payeur Foundation Co. came out on 2/14 and saw evidence of foundation erosion. It was not clear if it was the cause of water leaks in the basement storage room. They recommended that we call them when we get a hard rain.
 7. Handyman – a request for referrals was put into the Visitor. Erich Santifer expressed his interest in the position. The Facilities Team will consider all potential candidates.
 8. Church assets photo inventory – Bob Loukotka did some test shots and will start taking photos.

NEW BUSINESS:

1. Sacristy refrigerator – The current refrigerator is malfunctioning. Hobart did a temporary repair and said it’s not worth putting more money into it. Tom researched several replacement options. The lowest cost was \$2203. There was much discussion about the difficulty of getting the old one out and the new one in the room. Steve and Randy will look into the possibility of tearing out a wall. John I. will look into the cost for 2 single units rather than 1 double one.
2. Cemetery damage from wind storm – 4 large trees were pulled up by their roots and 2-3 sections of the iron fence were damaged. Our insurance agent said that the tree removal should be covered under the extension on our policy.
3. One on One request to rent the gym for 4 weeks of summer day camp – Facilities unanimously approved the rental at a rate of \$750/week.
4. Infestation of ants in the parsonage – Carol will call an exterminator
5. Holes in the cement block in the sexton house – Steve will look at it.

The meeting was adjourned at 8:17 pm.

NEXT MEETING: Monday, April 10, 2017 at 5:30 pm.

Respectfully submitted, Carol Leyshock, Parish Administrator

Education Ministry Team Minutes

March 1, 2017

Present: Jane Schmerberg-chair, Jan Edie, Wanda Modica, Nancy Pieske, Karen Samford and Diana Slaughter

Not Present: Julie Feldkamp

Jane opened the meeting with prayer.

Mission Project –

Jane will be speaking about Washtenaw Refugee Welcome during the announcements and something small during Children's Time.

We will have a Stone Soup fundraiser on March 26, with one pot of vegetarian. We will also have rolls or saltines. There will be a sign-up on the board.

Diana will read a version of Stone Soup during the children's time.

Bibles – will be handed out on March 19

Nursery – Pastor John has asked about what we need to add to the nursery.

A changing table is going in the remodeled 4th Ave entrance restroom.

Diana will be making a Charlie the church mouse for the nursery.

We would like to have tables in the back of the Sanctuary for small children.

April 9, Palm Sunday – We will have brunch, egg dying and cookie decorating and sale.

Jane has responded to Donna on the palms and asked her to put a notice in the bulletin each week until Easter.

Nancy will bring extra eggs and we can do baskets as decorations.

Miscellaneous –

Karen will get Stone Soup Sunday on the calendar and have "save the date" added to the bulletin.

Karen will also change the next meeting on the church calendar.

The meeting was closed with the Lord's Prayer.

Next meeting will be moved to Wednesday, March 29 at 6:30 p.m.

Submitted by Karen Samford

BUCC Outreach Ministry

Initial Meeting Notes

April 4, 2017

6:00-7:30pm

Attendees: Sue Wortman, John Kennedy, Eileen Koprowski, Jamie Dylenski, Mary Raab, Laura Seyfried

Opening thought from the World Peace Conference held March 31-April 1 in Ann Arbor - *"Do not judge me by the choices I have made until you know what my options were."*

2017 theme for BUCC Outreach Ministry – *Supporting healthy children and families*

Review of community agencies selected for monetary support from the 2017 Operating Budget (\$14,100):

- Alpha House/Interfaith Hospitality Network (\$3,500 during Q3)
- Food Gatherers (including the Faith & Food garden at Bethlehem cemetery) (\$3,500 during Q3)
- Peace Neighborhood Center (\$3,500 during Q2)
- SafeHouse Center (\$3,500 during Q4)

Other organizations proposed for special and/or future financial support included:

- Ozone House (teens), Dawn Farm(adults) and other substance abuse recovery organizations - Jamie D. will investigate
- Friends in Deed (including the new Circles Program for families) - Mary R.
- House by the Side of the Road (free clothing and household goods for individuals and families in need in Washtenaw County)-Mary R.
- EHM Senior Solutions (facilities in Saline, MI) - what is the current engagement of the Bethlehem Friends?

Discussions:

1.How/why these agencies were selected for funding, what ties BUCC has with each of these agencies currently (volunteering opportunities, past funding, etc.) and how other agencies/organizations/projects might be funding in the future. Pastor John reminded everyone of the discretionary funds that can be used to support Outreach outside of the annual budgeted amount. No specific funds were requested at this time.

2.Volunteer activities and opportunities already in place:

- Alpha House/ Interfaith Hospitality Network - dinner volunteers at least quarterly-lead volunteer needed (Stacey Stites will continue to help recruit volunteers during transition)
- Christian Education mission projects - currently the Washtenaw Refugee Welcome collection - Jamie D. and Jane Schmerberg
- CROP Walk -Tom Zieseemer

- Food Gatherers - Community Kitchen volunteers on the first Sunday each month-lead volunteer needed; produce collections, food collections (Mike Haab delivers); Faith & Food Garden (Tom Ziesemer manages)
- Peace Neighborhood Center - after school feeding program volunteers on 4th Tuesday each month; Friday morning produce distribution volunteers (Roy & Sue Muir manage sign ups)
- Social Justice activities including local marches - Eileen Koprowski and Sue Wortman
- Advocacy in support of all of the above mentioned activities and organizations; current example of World Peace Conference mentioned

3. Other outreach work at Bethlehem including our support of Ground Cover News and how we can share that information in the wider community. It was suggested that we put together a master list of all of the agencies/programs/activities that Bethlehem (including BUCC small groups) supports to share with the congregation. Laura S. will work on this

4. Encouraging ministries to volunteer as a team to fill a need, for example recruiting each ministry team to cover a shift at the Community Kitchen during the year; engaging youth and adult members to participate in outreach opportunities together, for example participation in the social justice marches.

5. Using the building as a form of outreach: ideas included activities that would utilize the gym such as a partnership with an agency looking for a community center space (a safe space for kids after school); in-kind donation of office space to other non profit organizations; hosting community events involving music, movies, presentations, etc.

6. New ways to connect with and engage the congregation in Bethlehem-supported outreach activities, programs and organizations: ideas included 'mission moments' during the church service (a form of testimony) given by church members, supported agency leaders, those impacted by support; lunch and learn presentations after the 10am service; the new web site.

Meeting adjourned at 7:33pm.

In growth of spirit and joy of service,

Laura Seyfried, BUCC Outreach Ministry chairperson

Next meeting: Tuesday, May 2, 2017

Additional Resources:

<https://www.alphahouse-ihn.org>

<http://www.dawnfarm.org>

<https://www.evangelicalhomes.org>

<http://www.foodgatherers.org>

<http://www.friendsindeedmi.org>

<https://housebythesideoftheroad.org/Donations.html>

<http://ozonehouse.org>

<http://peaceneighborhoodcenter.org/wordpress/>

<https://www.safehousecenter.org>

BUCC Outreach Ministry Notes

March 8, 2017

The Outreach Ministry Team is in a rebuilding mode. Although we have not had an official team meeting yet, I have met with Sue Buday, Leadership Council president, and Pastor John Kennedy to lay out a preliminary plan for 2017. I also attended the finance ministry training session and reviewed the Outreach Ministry budget specifics with Jeff Wortman.

Our discussion resulted in choosing an outreach theme for 2017 of "Supporting Healthy Children and Families." Four organizations were identified as those meeting that criteria in our community. They include: Peace Neighborhood Center, Alpha House/Interfaith Hospitality Network, SafeHouse Center, and Food Gatherers.

The \$14,000 Outreach Ministry budget will be divided between these 4 organizations spread out over the calendar year. A representative from each organization will be invited to join us at BUCC to receive their donation check as I share a 5 minute mission moment about their work.

Another focus area is social justice/advocacy. There are no organizations identified to receive funding in this area at this time.

We also discussed the need to share our "donation" to Ground Cover to help them "rent" space in our building.

Future ideas: Invite funded organizations to present at "lunch and learn" events and host/cohost community events (especially those looking for a venue).

Tentative regular meeting dates: 1st Tuesday evening every other month starting in April.

Next steps:

- Invite Bonnie Billups, Director of Peace Neighborhood Center to Bethlehem
- Review past outreach meeting minutes
- Set first team meeting
- Request first Outreach disbursement

Team members to date are:

Laura Seyfried, chairperson
Sue Wortman, Leadership Council liaison with an interest in social justice
Pastor John Kennedy, Ex-officio
Sue and Roy Muir, team members working with Peace Neighborhood Center

Others on the short list:

Tom Ziesemer -Faith and Food Garden? (Food Gatherers) and CROP Walk
Mike Haab - Produce and Food collection (Food Gatherers)
Rick & Stacy Stites - Alpha House/Interfaith Hospitality Network ?
Kathy Warner, Patti Maki, Jamie Dylenski, Erich Standifer

Reported by Laura Seyfried, Outreach Ministry Team chairperson