

Bethlehem United Church of Christ Leadership Council Minutes

February 14, 2017

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

Pastor John opened the meeting with prayer.

- **A motion to accept the minutes of the January 10, 2017 meeting was approved.**

We welcomed Judy and Ron and explained how the new governance structure works.

Motions to approve Unbudgeted Funding Requests:

- **Approved \$14,111 for boiler pipe and radiator repairs to be taken from the General Memorial Fund**
- **Approved \$10,524.09 for Slate roof and heat tape repairs to be taken from the General Memorial Fund**
- **Approved \$8,769 for nursery improvements and lighting to be taken from General Memorial Fund (Martha Ebinger Funds)**

Core Values – John mentioned the need for a writing group to come up with a “Who We Are” statement.

Sue Wortman agreed to lead a subgroup to refine the core values, Judy and Ron volunteered to help.

Building Rentals Task Force – Sue Buday will put together a group; Kris Lovelace agreed to be a part of the group. Former member Ron White has offered to help, since he has experience in this area.

Capital Campaign Task Force – This group would report to the Leadership Council with Pastor John as a member. We recommended there be a representative from Facilities. John will put this group together.

Three Year Capital Plan - We talked about the list of capital projects and decided to spend the majority of our March meeting prioritizing the projects so that we can be prepared to share the Leadership Council's priorities at the upcoming church membership meeting on April 29, 2017.

Leadership Council Ministry Team Liaisons:

Education – Karen Samford
Facilities- Ron Dechert
Fellowship – Kris Lovelace
Finance – Shannon O'Reilly
Outreach – Sue Wortman
Welcome – Kris Lovelace
Worship – Sue Buday
Member Care – TBD

John reported several new members will join on Sunday, March 26th.

Plan for Pulpit Supply - Sue Buday suggested the Leadership Council come up with a plan of action in the event Pastor John has last minute health issues again. She offered to discuss this with John outside of this meeting as the meeting was running late.

The meeting was closed with the Lord's Prayer.

The next regular Leadership Council meeting will be Tuesday, March 14th at 6:00 PM.

Submitted by Karen Samford, Secretary

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

Special Meeting - January 22, 2017

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

Finance: Linda Young and Jeff Wortman

Facilities: Steve Darr and Tom Zieseemer

The meeting was opened with prayer by Sue Buday.

Jeff Wortman went over the financial information to be presented at the Congregational Meeting.

- A motion to accept the 2017 Operating Budget as proposed by the Finance Ministry Team to be presented at the Congregational Meeting was approved.**

- A motion to add the cost of up to \$16,500, for renovation of the 4th Ave women's restroom, to the congregational meeting agenda was approved.**

- A motion to add the cost of \$43,000 for painting the sanctuary to the congregational meeting agenda was approved.**

The meeting was closed with the Lord's Prayer.

Submitted by Karen Samford, Secretary

Finance Ministry Team Minutes

February 9, 2017

1. Call to order: Meeting called to order at 7:10
 - a. Ken Tappe, John Kennedy, Jane Conlen (via phone) and Jeff Wortman
2. Review and approval of Minutes from January
 - a. Minutes were unanimously approved
3. Financial review
 - a. Members did not have enough time to carefully review the new financial reports for 2017 and the month of January. Everyone is asked to review the January reports and share their comments via email. Please copy Betty and Carol regarding any comments
4. Review of Investment Report from Bank of Ann Arbor (review with Steve Seymour has been deferred to the April meeting)
5. Unbudgeted Funds Requests Section
 - a. New: Roof repair – formal request with contractor quote - \$10,524
 - i. This funding request was unanimously approved and passed to Leadership Council for final sign-off
 - b. New: Pipes – formal request with contractor quote - \$14,111
 - i. This funding request was unanimously approved and passed to Leadership Council for final sign-off
 - c. Old: Facilities did request a board designated fund for Sanctuary Painting! Finance approved a Fund Description via e-mail Recommendation of using donations first with the remainder to come from General Memorial Fund approved on 1/22/2017
 - 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. New/Old: Nursery and Pre-school Room Improvements \$8,769
 - i. This is in addition to the \$5600 previously approved for painting and window remediation.
 - ii. The \$8769 total covers quotes for new lighting in both rooms, tile replacement in both children’s bathrooms and reinstallation of children’s toilets
 - iii. This funding request was unanimously approved and passed to Leadership Council for final sign-off
 - f. Old: Painting of 5th Ave. entrance:
 - i. Approval for \$1500 for this project was made over a year ago with no progress to date. In a subsequent discussion with Facilities this project now appears to be much larger and more expensive than originally quoted as the painter is no longer available. It would appear that a new quote/bid for this project should be secured along with a new funding request. Jeff will discuss and finalize plans with Facilities over the next month.
6. Miscellaneous:
 - a. Meeting with Ministry Team Chairs to Review Policies and Procedures

- i. Meeting date is confirmed for February 26th following the 10am service. Linda Young and Jeff Wortman will present this material
 - b. 3-5 year Capital Plan update – walk through planned this Sunday.
 - i. Special thanks to Scott Lovelace for building this extensive list that will need to be prioritized for essential and strategic spending consistent with Bethlehem’s vision.
 - c. Building Insurance:
 - i. Facilities is actively reviewing insurance options. If possible someone from Finance will plan to attend future insurance presentations.
 - d. New finance person for reconciliation reports for 2017
- 7. Budget 2017:
 - a. The final proposed budget for 2017 was approved by Finance on 1/22/2017 and sent to Leadership Council for their approval
 - b. The budget was approved by the Congregation on January 29, 2017
- 8. Next Meeting: March 9, 7:00 pm, Schmale Lounge
- 9. Meeting Adjourned – 8:40pm
 - a. Adjourned with the Lord’s Prayer.

Submitted by,

Jeff Wortman, Chair

Facilities Ministry Team – Bethlehem UCC

Meeting Minutes of February 13, 2017

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

Present at beginning of meeting: Mark Hiser, President of Phoenix Contractors, Inc., Sue Buday, Jeff Wortman, Sue Wortman, and Kris Lovelace

The meeting was called to order at 5:30 pm. The minutes from January 9, 2017 were reviewed and approved with no additions or changes.

PHOENIX CONTRACTORS PRESENTATION

Mark Hiser discussed the history and services performed by Phoenix Contractors. They specialize in project management of major renovations for both commercial and nonprofit institutions. Recent projects include Zingerman's, West Side Methodist, Clements Library, and The Ark. Their services consist of two parts: pre-construction (design concept, schematic documents and budgeting) and construction. Steve will bring Mark back to view and discuss the fellowship hall and the types of changes that have been envisioned. Mark will be able to provide a rough estimate of the pre-construction services that will be required.

JANUARY FINANCIAL REPORTS:

Most expenses remained low in January, including utilities and snow removal, due to the mild winter. The exception was the Parsonage electric. The heating duct to the sun room and the room above has not been producing enough heat to the second floor, requiring use of electric wall heaters. Carol will call Pat Walters to see if the situation can be improved.

OLD BUSINESS:

1. 2017 Budget – New items added this year: \$14,000 for emergency repairs and \$8,000 for a caretaker.
2. 2016 Capital Projects –
 - a. Parsonage renovation –
 - i. \$4,222 remains in the Parsonage Renovation account.
 - ii. Unfinished caulking – Carol will call Randy to follow up.
 - iii. Painting estimate: \$6,315 – to be done in the spring.
 - b. Sanctuary & 4th Ave inside wall repainting – On 1/29/17 the congregation approved \$43,900 for the painting project.
 - i. The scaffolding was installed beginning 1/31 and painting started on 2/6. The painting should be finished by next week.
 - ii. It's been suggested that we try and get the floor refinished, since many of the pews have been removed. Carol will call George Lecrone for a quote.
 - c. 4th Ave women's restroom renovation –
 - i. The congregation approved up to \$16,900 for the full cost of the project. \$8,099 has been spent to date.
 - ii. Toilet stall partitions – These have been delivered to Richardson Brothers to be sand blasted and repainted.
 - iii. Terrazzo floor refinishing – Shamrock Floors cleaned up and polished the floors.
 - iv. Painting brick and cement block – finished by ML Quality Painting.

- v. Toilets and faucets have been ordered. Hutzel will be installing them on 2/20.
- vi. Lights have been ordered – to be installed after the ceiling grid is hung.
- vii. Ceiling – Kris will call Ann Arbor Drywall, since Steve doesn't have time to do it.
- d. Nursery and pre-school room improvements –
 - i. Finance approved an additional \$8,769 for new lights in both rooms and tile in the children's restrooms.
 - ii. Stained glass lead remediation – No status change. Steve will call Randy.
 - iii. Painting the walls – Completed by Randy.
 - iv. Lights – Tom will go to Gross Electric to see what they have available.
 - v. Tile in children's restrooms – Shamrock quoted \$869 to replace the tile. Steve estimated about \$600 for a plumber to remove and reinstall the toilets. Carol will schedule these.
- e. Boiler and pipes – \$14,111 was approved by Finance to replace the pipes listed below. Facilities decided to wait until a design plan is approved for the dining room, in case it will affect the location of the pipes.
 - i. Replacement of storage/pantry room pipes and extending additional 40 ft.
 - ii. Replacement of the table closet pipe
 - iii. Reconnecting the pipe to the 4th Ave canopy entrance radiator
- f. Medical loan closet – Randy recently expressed some concerns about installing a floor drain. Steve will discuss it with him.
- 3. Property Insurance – John Irwin is getting quotes from 4 insurance companies.
- 4. Church assets photo inventory – No update.
- 5. Health inspector citation – removal of the asbestos tile in the pantry/storage room – Facilities decided to wait until a decision is made about renovating the dining room.
- 6. Slate roof – Finance approved a revised quote of \$10,524 for roof and heat tape repairs. Some of the repairs have been completed (\$2,284). Carol will schedule the remaining repairs.
- 7. Exterior lighting –
 - a. Vedders quoted \$4,600 for 3 (2 new and 1 replacement) pedestrian lights along the path between the church and the sexton house.
 - b. Vedders evaluated the possibility of running exterior conduit to the light above the sanctuary door in that area and suggested a better option would be to install a light on the sexton house shining toward the sidewalk (\$650). Tom and John I. will check out the possibility of moving the light outside the sexton house door instead.
 - c. We still need to terminate the wires to the missing pedestrian lights (\$300).
- 8. 3 year capital plan – the Leadership Council and Facilities did another walk through the building to identify priority areas. Scott Lovelace is updating the spreadsheet. The Leadership Council is setting priorities.

NEW BUSINESS:

- 1. Water leaks along foundation on south side of church – Payeur Foundation is coming on 2/14.
- 2. Handyman – discussion tabled to next meeting.
- 3. 4th Avenue house – Finance approved moving forward. Carol will call Eugene Alber, who has offered to pay for a painter to do the work.
- 4. Sanctuary pew removal – There has been a request to remove the pews in the back of the sanctuary. This is up to the Leadership Council to decide.

The meeting was adjourned at 6:52 pm.

NEXT MEETING: Monday, March 13, 2017 at 5:30 pm.

Respectfully submitted, Carol Leyshock, Parish Administrator

Education Ministry Minutes

February 5, 2017

Attending: Julie Feldcamp, Wanda Modica, Jan Eadie, Nancy Pieske, and Jane Schmerberg, chair.

Absent: Karen Samford

Nursery and Preschool Updates: We started our meeting in the nursery. The nursery was newly painted so we organized the room and put the toys and furniture back into place. It looks great! The new bright color warms it up and compliments the stained glass windows. We choose not to put the half-curtains back as they seemed to take away from the beauty. (Jane repurposed them to the Art Room where the windows were a little cracked and dirty).

On January 21st a group including Jane, Julie, Eileen Koprowski, Karen, Wanda and Jan met to reorganize & clean the preschool after the painting. It looks more inviting. We rearranged, purged broken toys and cleaned all of the toys. We hope that when folks come in to check out Bethlehem that they will see that the space is more welcoming. Tom Ziesemer is working on getting new lights for the nursery and preschool. Tom also suggested that we look into asking for a new sink/cabinet for the nursery. We need to discuss this and make recommendations.

We also went through the busy bags to make sure they were staying clean. The bags seem to be a big hit for Bethlehem youth and visitors.

I had received the following note from Pastor John but we did not review it at this meeting:

“Will you all evaluate what stuff we need to get rid of and what things we need to purchase?

I will work to help make the funding available. How much could you get for \$2,000?

Any plans for a new changing table? Let me know how I can help you all continue to dream big!” So EMT members, please contemplate this and we can brainstorm for our next meeting.

Fellowship play space. Jane Schmerberg reorganized a space on the west side of the Fellowship Hall as a kid-friendly play space. Pastor Kennedy had suggested that we create an area that could be used by children and families during the time that our services will be held in Willimann Hall. We will try to keep this small space available for children and families for the coffee hour in the future. We will try to keep it stocked with some games, books and quiet activities, like coloring and word search games. There are also some more toys that could be used during coffee hour.

Sanctuary Play Space. We had discussed at our last meeting the idea of creating a similar but smaller family-friendly space in the sanctuary. We discussed using Christian Education Funds to purchase a couple of nice gliders and a nice piece of carpet to put in the north side of the sanctuary in front of the narthex. It would mean taking out 2 pews and creating a space for a tasteful, kid-friendly table and chairs and a couple of nice gliders. We could then also have some quiet activities for children to do if they stayed in the service. Gliders could be for families to hold little ones. This type of warm space would send a message to visitors and members that we welcome children and families in our services. We need more efforts to try to attract the first-time visitors with children. Jane would like to meet with the Council to try to advocate for this plan. We chose that space because it is close enough for children to see the front of the sanctuary. It is in a corner by the door in case someone had to leave to use the bathroom, for example. It is a little off to the side so that it not in a distracting place for others who are worshipping. Again, as the EMT, we feel that it is imperative that we make our church welcoming to families with children.

McKay Scholarship Applications. We reviewed and updated our revisions to the McKay scholarship applications. In the distant past there had been check boxes with different church activities and applicants were to list their years of involvement in each category. We had simplified this to say:

Please respond to the following:

Have you attended Bethlehem Church in the last year? Have you attended other churches or places of worship during the last year?

Please list your involvement in spiritual, faith-based, community service, outreach or justice activities. These may include faith-based activities and involvement in the life of Bethlehem or other organizations. Examples might be participating in a Habitat trip, CROP walk, shelter program, youth group, volunteering in the nursery, singing in a choir, etc. Please include the extent and approximate dates of your involvement.

Please list any community involvement. List your involvement in any other activities that are spiritual, faith-based, service, outreach or justice-oriented and/or furthers Christ's vision for the world.

Our plan is to have the entire Education Ministries Team review the applications along with Pastor John. The McKay fund was set up to help members with educational endeavors. We want to continue to serve this population but also felt that those individuals who remain active at Bethlehem or in the wider world might deserve to be weighted slightly higher. Recently the amount of scholarship money for any given year was divided equally between the number of those who applied. In the past, the applications had been carefully read and evaluated by the elders before granting the scholarship. We wanted to come to a balance where all confirmed youth or members would be eligible for scholarship money but that those individuals who have participated when they were still at Bethlehem as well those who continue to be active once they graduate, would have a weighted advantage. Depending on the available amount of money and the number of applicants, we thought that those who were active might receive up to 30 – 50% more than those with little or no involvement. Again, it is our intent to give the scholarship money to all who qualify.

Bibles for our youth. We have purchased some Adventure Bibles to give out to our elementary youth. In the past we had traditionally given a bible to each third grader. This has not happened consistently over the last years. Diana Slaughter is making nameplates with the youth's names to put in the bibles. We would like to have a Sunday during the next several weeks where the bibles could be presented to the youth during the service. Perhaps it could be at the time of the Children's moment. **We will need to get a date from Pastor John.** We would then contact that youths and families to encourage them to come that Sunday.

Lenten Project: Jane is going to try to reach out to Rita Toderon who was our connection to the Washtenaw Refugee Welcome (WRW) program. We will see if she has any specific suggestions about how we could help this community. We had picked this project at our last meeting but it seems like welcoming the refugees takes on even more meaning given the recent political climate. The bible tells us to welcome the stranger. We would hope to kick off the Lenten project with a children's moment in the sanctuary. **We need to clear this with Pastor John and get a date.**

Fundraising ideas could include:

1. **A special basket or jar that we keep out during Lent for offerings** (both from the youth and from the congregation). Previously we had used the large green glass vase that Greg had

purchased at our rummage sale. Perhaps something from the art room could be re-purposed for that.

2. **Stone Soup Sunday. We need to check the church calendar and see if we could do a fundraiser after the service on March 26.** In the past we have had help from Debbie Belcher and Paul Marshall. We had people bring in donations of broth or vegetables and then we cooked the soup during the service and sold it during the coffee hour. Youth could help with the cooking and serving. We need to check to see if Debbie or Paul would be willing to help.

3. **Easter Cookie Sales.** We would like to do the Easter cookie decorating and sales like we have done in the past. Like last year, we would propose frosting then on Palm Sunday morning and selling them after church during the brunch. We need to contact Paul and Barb Marshall to see if they would be willing to spearhead this again. (Jane, Paul & Barb had baked the cookies the day before. Paul made frosting on the morning of the brunch and the kids frosted, boxed and sold the cookies.

Our next meeting March 1 conflicts with the Ash Wednesday Service. We need to decide if we want to have a brief meeting starting at 6:00 that night or if we would prefer to meet on March 8. We will query the group and see what works best.

Respectfully submitted,

Jane Schmerberg

Bethlehem United Church of Christ Member Care Ministry Team

Notes of February 15, 2017 Meeting

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

We opened with prayer.

We discussed certain former members with questions about their membership status.

We discussed the Stephen Leader training. In order to receive the reduced price for the training, we need to send in the registration by March 15. Jan stated that Pastor John intends to make determinations on who would be attending the Stephen Leader training by March 1.

We discussed Kurt Schmerberg's request for content for the new website. We brainstormed ideas. Brian agreed to take the first cut at drafting content.

We discussed looking at members becoming less active. We agreed to split up the membership list and identify people in two different buckets: (1) people becoming less active over the past six months to a year, as compared to the prior period; and (2) people who have not attended at all in the last several years. For these purposes, we are not going to take note of the people 80 years old or older because they are being identified through a different effort Jan is working on.

We divided this task up alphabetically:

Beginning through Fischer: Mary

Fisher through Kleinschmidt: Brian

Koch through Rose: Mary Jean

Rothfuss to End: Jan

We closed with the Lord's Prayer.

Submitted by,
Jan Burnham, Chair

Bethlehem UCC Welcome Ministry Minutes

February 20, 2017 (DRAFT)

Attendance: Kurt Schmerberg, Gary Kade, Barb Marshall, Paul Marshall, LC liaison Chris Lovelace, Pastor John Kennedy.

- 1.) Meeting was called to order at 5:05 PM. Paul led the group in an opening prayer.
- 2.) Minutes Approval – MOTION was made and supported to approve the minutes of our last meeting. MOTION CARRIED.
- 3.) Update on Canopy Lettering. Gary indicated he has been in touch with Marygrove Awning (firm that did the initial installation) and received the following estimate: New front panel with frame and lettering \$799; cost breakdown was \$499 for frame and panel and additional \$300 for lettering. They felt that the lettering would adhere to a new panel better. Chris mentioned that Knights on Dexter just got a new canopy and she would check with them on who installed theirs. Committee discussed the potential of adding a canopy to the rear (5th Avenue) entry. Gary will consult with Marygrove again to get estimate on the 5th Ave canopy and see if a price reduction could be received if both jobs were done concurrently.
- 4.) Website Next Steps: Kurt informed the group that the Member Care Ministry Team was the only ministry to respond to the request of Website information. Kurt also got a response from Sue Wortman from the Leadership Council. Kurt suggested that John Samford and office staff proceed with content migration from the existing site. We can then re approach the Ministry Teams for input on the organization of their content.
- 5.) Welcome Desk Staffing – Kurt discussed with Hans Meier the potential of having Ushers assist with the staffing of the Welcome Desk on Sunday mornings. It was felt that perhaps the Welcome desk should be staffed with individuals more attuned to the overall strategies of the Welcome mission and Welcome Ministry goals. To that end Kurt will review the Time and Talent offerings for individuals who indicated an interest in the Welcome Ministry and put together a sign-up sheet for the task of staffing the desk on Sunday mornings.
- 6.) Comprehensive plan for Welcome Ministry. The team discussed assembling a comprehensive plan for the Welcome Ministry. Items included: a goal for new member recruitment; printed information brochure for visitors; user friendly website; constructing and implementing a social media plan; and training for the Welcome Team and ushers as well as communicating the goals to the church leadership and the congregation. Specific goals will be discussed next meeting.

Having no further business the meeting adjourned with the Lord's Prayer at 6:45 PM.

Respectfully submitted,

Kurt Schmerberg,

Welcome Ministry Chairperson

Fellowship Minutes 2/12/17

Attendance: Jan Eadie, Sue Irwin, Sue Muir and Jane Zieseemer

Meeting was called to order at 11:30 a.m.

1. February 28 – Hope and Hallelujahs at Connor O’Neals. Tom Zieseemer organizing with the help of the Wannabees and Sara Herwick.
2. April 9 – Palm Sunday Brunch – Spent much of this meeting reviewing last year’s brunch and assigning folks to help with this one.
 - a. Sue Muir will do the flier again, send it to Donna and post around church.
 - b. Jane will make sure sign up sheets go up March 1 and send info to Donna for the Refrigerator Page and the March Visitor. She is also going to ask Paul Marshall (accepted) to assist in the main kitchen as he was very helpful last year. We are asking those who sign up for casseroles, etc. to bring them baked so we just need to keep them warm. Jane will check on coffee and juice cups.
 - c. Debbie Belcher was unable to attend but is willing to help so we are asking her to once again make her famous pancakes and supply table games for each table. Everyone seemed to really enjoy both last year. She will serve pancakes from the server window to keep cords away from the serving tables.
 - d. Jan Eadie will buy paper plates, napkins, placemats (if needed) and plastic ware.
 - e. Sue Irwin will buy the juices and watch the beverage table day of event – 2 Apple, 1 Sunny Delight or OJ, 2 Cranberry and 4 water pitchers
 - f. Sunday School children will provide center pieces as they did last year.
 - g. Set-up will be done the morning of with only putting placemat and napkin at each spot. Six to a table at least 13/14 tables should be set up. Serving table should have two spoons per casserole if possible for serving.
 - h. We will have a freewill offering to support the Sunday School Lenten Project, Washtenaw Refugee Welcome.
3. May 7 - Fiesta Taco Bar Brunch – We will once again plan on doing this the same time the youth have their Cake Auction, if that is happening this year. The brunch will take regardless.
4. We briefly mentioned another Veterans Luncheon with inviting wives this year.
5. The Web Page discussion will take place at our next meeting or at a side meeting.
6. We will keep our ears open for good movies to show at church combining a pizza dinner with a movie.

Meeting was adjourned around 12:30. Our next meeting is Sunday, March 26 at 11:20. Please mark your calendars.

Submitted by,

Jane Zieseemer, Chair