

# Bethlehem United Church of Christ Leadership Council Minutes

May 9, 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 April 11, 2017 meeting was approved.**

A new ONA team has formed. They plan to have cake after the 10:00 service on May 21<sup>st</sup> celebrating the one year anniversary of the Congregational vote to become Open and Affirming. There will also be an opportunity for those who are new or didn't sign previously to sign the poster. Cresson will have someone write a release for publication in one of the Ann Arbor papers. The team would also like to hang a banner on the second floor over the 5<sup>th</sup> Ave entrance. The Welcome Ministry Team would like to get a plaque, indicating we are an Open and Affirming Congregation, to place on the outside of the church on 4<sup>th</sup> Ave. **The Leadership Council supports Welcome in this.**

Kurt Schmerberg can no longer be on the Nominating Committee as he holds an elected office.

- **A motion for Cresson Slotten to replace Kurt Schmerberg on the Nominating Committee was approved.**

## **Pastor John's Report –**

Lily is on board, bringing many strengths and skills.

Lily and John will be working with the Education and Ministry Teams to help form multiple opportunities for faith formation and spiritual development for all ages in the fall.

Three Stephen Leaders have been selected: Kurt Schmerberg, Carol Durnwald and Lily Tinker Fortel, who will attend training beginning July 30<sup>th</sup> in Pittsburg. They will then teach a class for others to become Stephen Ministers. This will be a major component of the Member Care Team.

Lily is starting conversation about a youth mission trip for next summer. While there will be adult supervision, this will be only for the youth. There will also be an adult mission trip.

Lily would like to work on developing the Youth and Young Adult Ministry Team.

John is going to be working with Lily to find ways to have some variety in our worship. We talked about having screens in the front corners of the Sanctuary.

We talked about the need for a new digital sound board. Ron mentioned the possibility of a grant for this.

Pastor John wants to get people involved in the service, perhaps as acolytes or readers.

Laura Seyfried has several people on Outreach.

In June, Lily is going to a Faith Forward Convention in Chicago.

Rabbi Abby Wells, who has started Temple Echad, has asked about using space in our building for their "IT MATTERS TO ME PROJECT", an ecumenical, nationally focused effort to provide a platform for people to share concerns on human and civil rights.

Work continues on the new web site.

John mentioned the increase in visitors, and the number of people joining.

John would like to have an article in some publication talking about our being a downtown church.

### **Facilities Ministry Team –**

The Team is looking into a 2 year Gas contract starting in the fall.

Facilities is anxious to have the group formed to envision how we use fellowship hall. The group will then bring a proposal to the Leadership Council for final approval so Facilities has the information when working with Phoenix.

Much work is needed on the Fellowship Hall storage room wall.

The Team is going to have the dimmers in the Sanctuary replaced.

A water test will be done on the flat roof to determine whether the membrane needs to be replaced.

The Welcome Team is asking to have the tree over the boiler room removed; Facilities feels the tree may be causing damage to the roof of the boiler room.

### **Welcome Ministry Team –**

The Team is looking at an awning to fit the Fifth Ave entrance.

They would like to have things to hand out at the Live Nativity.

- **A motion to remove the tree over the boiler room as requested by the Welcome Team was approved.**
- **A motion to allow the Welcome Team to put an awning over the Fifth Ave. entrance was approved.**

### **Member Care Ministry Team –**

The Team is thinking of doing some fun activities and perhaps some informational programs.

Members of the Leadership Council appreciated Member Care mailing the Lenten Devotional.

### **Education Ministry Team –**

The Team is planning a picnic on June 4<sup>th</sup> for the end of Sunday school year.

The mission project received 13 Bicycles, several shirts and over \$1,700 for Washtenaw Refugee Welcome.

Scholarship applications are available.

### **Outreach Ministry Team –**

The Team had a very good experience visiting Food Gatherers.

The Team would like to have some other groups we support come talk to the congregation.

### **Finance Ministry Team –**

Bank of Ann Arbor reviewed our investments, recommending no changes at this time.

The Team agreed to fund the Phoenix contract out of Undesignated Funds.

Jane Conlen has resigned from the Finance Team.

### **Stewardship –**

Sue Buday is working to get a group together.

### **Improving Communication –**

We talked about ways to better communicate with the Congregation.

We will have “Action Items” as part of the minutes.

The Leadership Council Minutes will be included in the Visitor

### **Capital Improvements –**

Sue Buday will set up a Leadership Council work session to prioritize facilities issues, using the list prepared by Scott Lovelace.

**Action Items –**

Add ONA representatives to the list of Leadership Council and Ministry Team Members

Form group to envision how we use fellowship hall

Form Stewardship group

Schedule work session for facilities issues

**The meeting was closed with the Lord's Prayer.**

**The next regular Leadership Council meeting will be Tuesday, June 13th at 6:00 PM.**

**Submitted by Karen Samford, Secretary**

## Finance Ministry Meeting Minutes - May 11, 2017

Attendees: Ken Tappe, Shannon O'Reilly, John Kennedy, Jeff Wortman (via phone)

### AGENDA and MINUTES

1. Call to Order *7:05pm with prayer by Pastor John*
2. Review and Approval of April Minutes. (Below) *Approved as presented*
3. Financial Review for last month *We are running ahead of schedule on pledges. Cleaning carpets (at 4<sup>th</sup> Ave House) was charged to Parsonage in error. Jeff will send an email to Carol. Overall things are within budget plans for 2017*
4. Reconciliation for last month *Ken did not receive the April report. Will review when Betty returns.*
5. Unbudgeted Funding Request
  - A. \$235 request for a grill from Education using Sunday School Fund *Approved by consensus*
  - B. Funding for Faith Forward Conference \$754.00 *Lily to attend a conference in Chicago (conference fee, mileage and lodging). About faith formation, strategies, new models, how to attract new children. Approved by consensus*
6. Update on the 3-5 year capital plan currently with Leadership Council *LC is going to plan a working session to evaluate the list of items and plan out when and how we want to do these items. LC has identified quick projects with big return such as painting the 1<sup>st</sup> floor hallways, refinish floors in same area, cosmetic upgrades on bathrooms. Quick projects that are not big ticket items but that give us big return. We need to strike a balance in addressing immediate priorities and allowing planning to occur so that there is visibility to future funding requirements for longer range and more expensive projects/requirements.*
7. Communication topics
  - A. Finance update to the congregation. *– Do we need one at this point? Is there something that would be worthwhile for the Visitor related to our financial status at this point?*
  - B. Amazon Smile. How to use it and how it helps BUCC *Jeff will get this started. Updates on the Refrigerator page and the Visitor. Will investigate possible link to add to the church's website.*
8. How can we help Lily in her role and with her budget? *Suggested a working session to help her understand what is involved in her budgets, where the funds are and the processes. Jeff will coordinate a time to meet with Lily, and Ken will join them as well. (This will need to be deferred to a June date when Jeff is back in town)*
9. Investment Fund – starting with the monthly meeting and continuing to a separate working session it was decided to withdraw the \$50,000 gain YTD to support the forecasted 2017 deficit and/or forecasted projects. This was a substantial gain for the first 4 months and there is considerable concern of a market correction which could diminish these gains. This decision was supported and approved by all attendees.

10. McKay projections- *Funds seem unusually low for the first part of the year. This is caused by three factors – 1) the amount we get has varied year to year and not been as stable as we thought it would be. 2) the annual distribution is estimated low because it is unknown for the first part of the year and 3) pre-allocated monies for the operating budget are set aside early in the budget cycle because the total distribution is unknown. Later in the year we get a new number that could be higher or lower than the original number. Jeff will review current details with Carol Leyshock and Betty Clark to see if there might be a better approach in allocating funds.*

11. Adding invited member to Finance Ministry - *We are pleased that Dave Green has agreed to join Finance Ministry as an invited member. Dave is a former CPA and is rejoining the church.*

12. Next Meeting – June 8<sup>th</sup> 7pm

13. Adjourn with Lord's Prayer 9:00pm

Respectfully Submitted  
Jeff Wortman  
Chair – Finance Ministry

## **Finance Ministry Team Meeting Minutes – April 20, 2017**

Attendees: Shannon O'Reilly, Ken Tappe, Jim Goforth (Cemetery Board), Jeff Wortman via phone

There were three items to note from our minutes:

1. Reviewed the Investment Fund with our investment advisor Steve Seymour at Bank of Ann Arbor. We will remain with their relatively conservative Global Balanced Portfolio. Over the last 12 months our total return was 7.53% which is good for a conservative portfolio. Our 5 year annualized return is 5.27%. Since starting with BoAA in 2009 our average annualized return is 4.94%.
2. FMT reviewed the funding requirements for the Phoenix proposal. We agreed to fund the \$12,980 request with funds from the undesignated portion of funds in the Investment Fund.
3. Overall the operating budget looked to be right on with revenue at 26% and expenses at 24% after the first quarter. Considering the higher portion of annual cost for utilities and snow removal in the first quarter it was a favorable situation. Parsonage utilities were a stand out issue which is being addressed by Facilities and Pastor John.

Respectfully Submitted  
Jeff Wortman  
Chair – Finance Ministry

## **Facilities Ministry Team – Bethlehem UCC**

### **Meeting Minutes of May 8, 2017**

Present: Steve Darr, Tom Ziesemer, Michelle Loukotka, Ron Dechert (LC Liaison), and Carol Leyshock. Absent: Rev. John Kennedy, John Irwin and Erich Santifer.

The meeting was called to order at 5:00 pm. The minutes from April 12, 2017 were approved with no additions or changes.

#### **APRIL FINANCIAL REPORTS:**

Overall maintenance & repair expenses remained within budget. Utilities appeared high. There were some posting errors that inflated the parsonage utilities and maintenance/repair line items. These should be corrected before next month. \$1,867 was charged to the new Emergency Repairs line item for the elevator shaft sump pump repairs and water removal.

#### **OLD BUSINESS:**

1. Phoenix Construction Proposal – The Leadership Council approved the proposal at their last meeting, but the proposal has not been signed. They also plan to pull together a committee to work with Phoenix. Ron will make sure it is on the LC agenda tomorrow.
2. Property Insurance – At a special meeting on May 2, the Facilities Team decided that 2 options presented by Church Mutual appeared to be the best value. John Irwin will invite the Church Mutual representative to the June 12 Facilities meeting to further discuss the 2 plans.
3. 2016-2017 Capital Projects –
  - a. Parsonage renovation – No change since last month.
    - i. Still waiting for the painting to start – should be in a week or so.
    - ii. Randy fixed the rotted wood in the sunroom door threshold.
    - iii. Randy will have the painters paint the 2 water leak marks in the living room ceiling when they are on site.
  - b. 4<sup>th</sup> Ave women’s restroom renovation – All invoices have been paid. Final cost \$15,758.
  - c. Nursery and pre-school room improvements – All invoices paid. Final cost \$13,146.
  - d. Medical loan closet – The floor tiling has been completed. Awaiting invoice.
    - i. Randy has been asked to submit a new quote to do a new ceiling, lights and paint the walls.
  - e. Boiler and pipes – The condensate pump was replaced 4/25-27. Total cost was \$7,340.
    - i. Additional pipes will be replaced when the boiler is shut off for the season.
4. Foundation repair – Payeur quoted \$22,110 minimum to waterproof the S wall of the church.
  - a. Added costs may include \$11,220 (rebuild the exterior wall) and \$15,300 (interior wall).
  - b. Steve will make a hole in the wall and have Payeur examine it to get a better estimate.
5. The storage room will need to be emptied prior to the pipe and foundation repairs. This has been tabled until we get more information from Payeur.
6. Boiler storage room – There is a lot of water leakage. Carol will call Tremcoe (the flat roof company) and ask for a quote to rubber coat it.
7. Slate roof – Butcher & Butcher completed the following repairs from March 1 – May 8:
  - a. Reattached downspout & heat tape near canopy entrance.
  - b. Extended heat tape on courtyard roof – over medical loan closet and gym area.
  - c. Repaired shingles and caulking in multiple locations.
8. Flat roof – Tremcoe examined the roof where it appears to be leaking into the youth room.
  - a. Facilities approved their proposal to do a water test for \$850. If it turns out to be an actual roof problem, they will cover the cost of the repairs and the test.

9. Exterior lighting – Jim Stadel installed a new LED light on the side of the 4<sup>th</sup> Ave house.
10. 4<sup>th</sup> Avenue house – Lily Tinker Fortel will be moving into the house the week of May 15.
  - a. Facilities again considered Pastor John’s proposal to swap out the washer/dryer with the ones he brought from Wisconsin that are not being used. Because of the costs of moving and hooking up gas etc., they recommend that Pastor John just donate his set.
  - b. Randy plans to replace the cap that was blown off the chimney.
11. Sanctuary lights – The original Vedder quote of \$16,000 to replace the dimmer panel still holds. Carol will resubmit an unbudgeted funding request to Finance. Steve does not think this expense needs to go back to the congregation because they already approved the original one.
12. 2017-2019 Capital Plan from Scott Lovelace – Scott would like status update. Carol will send it.
13. Handyman – Carol has received several recommendations. She will contact several of them and try to come up with three interview candidates.
14. Cemetery wind storm damage – An insurance claim has been filed for \$9,803 in repairs.
15. Ants in the parsonage – Pastor John resolved the problem with traps and granules.
16. Holes in cement block in 4<sup>th</sup> Ave house – Steve has left messages for a mason and will follow up.
17. Elevator repairs –
  - a. Schindler ordered piston seals for the hydraulic jack assembly, still waiting for repair.
  - b. Schindler quote for replacement of the infrared sensor on the back door: \$5,086. The problem with that door has been infrequent – Facilities will wait until next year.
18. Parsonage roof replacement – Kleinschmidt quoted \$11,495 for the full roof and \$1,445 for just the damaged ridge cap. We’re still waiting for Randy’s quotes, but he has said that all that is really needed right now is replacement of the ridge cap and small patches.
19. Air conditioning the sanctuary – Still waiting for quotes from 2 companies: Koch & White and Robertson-Morrison. Carol will follow up.

**NEW BUSINESS:**

1. External sanctuary doors and canopy door – they all need to be refinished. Carol will call Randy.
2. Suggestion for moving archives to landing area near gym and balcony stairs and in the current medical loan closet – The archives committee was not sold on it. Steve will talk to Art French.
3. Natural gas rates – a new quote from Constellation was reviewed. We will let the rates float and reconsider next month.
4. Changing locks:
  - a. Sexton house – Jim Stadel is buying and replacing the locks.
  - b. Parsonage – Facilities approved having Vogel’s come out to change the locks.
5. Rental requests:
  - a. Journey of Hope – bicyclists want to stay at the church 7/31/17. No one has volunteered to host them. Carol will consult with Jesse and Pastor John.
  - b. Therapeutic workshop for Groundcover vendors – proposed to be held once a week in Classroom E for 5 weeks this summer – approved by Facilities.
  - c. Gym rental – She’Lon Hill from UM toured the gym and cinema room with Ron Dechert and Carol. They are interested in renting the gym a few days a week for therapy starting in the fall. They will be communicating with Carol and Ron.
6. Lowe’s business account – Facilities approved setting one up and getting 4 cards.

The meeting was adjourned at 6:25 pm.

**NEXT MEETING:** Monday, June 12, 2017 at 5:00 pm.

Respectfully submitted, Carol Leyshock, Parish Administrator



# **Education Ministry Team Minutes**

## **May 3, 2017**

Present: Jane Schmerberg-chair, Jan Edie, Julie Feldkamp, Wanda Modica, Eileen Koprowski, Nancy Pieske, Karen Samford, Diana Slaughter and Lily Tinker Fortel

**The meeting was opened with a devotional provided by Eileen.**

We had a pizza dinner to welcome Lily.

### **June 4<sup>th</sup> Picnic for the End of the Sunday School Year –**

#### **Food**

Education Ministry will be purchasing a new grill

Tom Ziesemer will get hotdogs, buns, ice cream and chips and Jan will get paper products

Need some folks to help bring tables up

We would like the Coffee Hour folks to bring up coffee

#### **Games**

Diana suggested we borrow yard games from the Public Library

Jane will bring a bean toss and Eileen will bring bubbles

There is chalk and more bubbles in the art room

### **Summer Sunday School –**

Lily has a sign-up sheet for 2 teachers and 2 youth volunteers for each Sunday.

Nursery volunteers will continue to be there unless two adults sign up to teach.

### **Sunday School Teacher for ages 2-5 –**

The description needs to be changed to include summer with a one room school to include K-5<sup>th</sup> grade.

We asked Lily to help get the job opening posted.

### **Scholarships –**

Applications are available in the office or on the web site.

### **Lenten Mission Project –**

Washtenaw Refugee Welcome will receive 13 bicycles and many local T-shirts. We have some extra funds donated to buy another bicycle or use to fix up the 13. Clark McCall, a volunteer at Common Cycle, is working on fixing the bicycles. Jane is working with Washtenaw Refugee Welcome to get the bicycles to the people who need them. We raised \$1,722.60 which will go to those designated by Washtenaw Refugee Welcome, through Muslim Social Services.

### **Play Area in the Sanctuary –**

We revisited removing pews from the north side of the sanctuary and adding a rug and a couple rockers to make it more welcoming to parents with young children. Jane will work with Lily on this.

### **Song for Mother's Day –**

Jane will have Lily and Tom check with Arianne on the time for youth to arrive to learn the song. Tom or Lily will send out a note or it will be in the weekly mailing.

**Open and Affirming** – Jane presented a book "The Rainbow Fish" and some ideas that could be used in Sunday School.

**The meeting was closed with the Lord's Prayer.**

**Next meeting will be moved to Wednesday, June 7th at 6:30 p.m.**

**Submitted by Karen Samford**

## **Worship Ministry Team Minutes**

### **May 18, 2017**

Present: Caroline Ashenfelter, Sue Buday, Harriette Ehnis, Pastor John Kennedy, Gary Rogers, Jennifer Vasquez and Tom Ziesemer

Absent: Arianne Abela

#### Old Business

1. Members who received feedback following the services on Mother's Day had positive responses to the seed paper tags used to honor special women in their lives. Pastor Kennedy noted that the special addition to the services allowed for everyone to be included regardless of the title "Mother's Day". Also, good feedback regarding the carnations that were handed out to the women in the services. Will plan to incorporate something similar again next year.
2. After last month's discussion and a follow-up email from Arianne, the team still decided that the funding necessary to sponsor a concert by sounding light is simply not available. In the future an overall plan of creating a dedicated team of congregation members as a fine arts ministry would be ideal to further any concert/lecture/art series.

#### New Business

1. In response to a request from Matt Perros the team agreed to help create a sign-up sheet for steeple bell ringing assistance. The sign-up will be placed outside of the office. The ushers could act as the additional ringer if no one is signed up on a specific date. Hans Maier will be emailed and a discussion will be started regarding that plan. Also, Lily will receive an email in the hopes that she can encourage some of the youth to help out.
2. Ideas for special recognition of the men on Father's Day came back around to the same/similar plan as on Mother's Day. Since people found the act of writing something and placing it somewhere special for the service meaningful the plan to move forward to have the same seed paper tags available on June 18<sup>th</sup> and fishing net will be placed in the sanctuary for them to be affixed to. Discussion of including the youth in the reading of a poem or creation of their own poem was also brought up. This will also be included in an email to Lily. Looking ahead to next year, the group thought it would be nice to allow for the congregation to purchase the vegetable plants for the Faith and Food Garden in honor/memory of a loved one.
3. Leadership Council update from Sue and Pastor John included discussion of some changes coming to the 5<sup>th</sup> Ave. entry and bathrooms in the office hallway in the form of remodelling. These tasks will be started ahead of any plans for remodelling of the Fellowship Hall and bathrooms on that level. Finance Committee is on board with this plan and a review of the church investments from the Bank of Ann Arbor are also in line.

Discussion continues about a way to allow for a family friendly area in the sanctuary. Some talk to removing several pews under the balcony to create a quiet play space with room for parents to be in the service while watching their children. The stewardship campaign will be run by the Leadership Council in the fall. Christian Education raised \$1700 for Washtenaw Refugee Relief.

4. After hearing from a member that the space at the top of the steps leading to the chancel was being used for plants/stands a sign was laminated and placed on the floor to allow for a clear path and use of the rail all the way from top to bottom. Members of this ministry team are asked to keep an eye out for any obstructions at the top of the stairs in front of the Chris candle.
5. In response to concern from a member regarding large print bulletin availability the group discussed the current number printed each Sunday and also trying to monitor their use on Sunday mornings. Donna has been printing 6 each Sunday and 10 on special event Sundays. She stated in an email that she thought they weren't really being used. The team agreed that we could increase the number to 10 for now and Caroline will contact Hans Maier and ask if the ushers could try to keep track of how many remain unused each Sunday which will give us a better idea if numbers need to increase or stay the same. Donna will also make sure that the hymns are magnified and inserted in to the bulletins. Also, a sign can be made and placed in the entryways to notify congregants that large print is available.
6. The team discussed cancelling the 8:30 service on June 4<sup>th</sup>, the day of the Dexter-Ann Arbor run. Based on discussion last year and a commitment made by Pastor Kennedy to no longer cancel the 8:30 service for races the group agreed to move forward with both services on this day.
7. An unplanned discussion regarding lack of inclusive language in our current hymnal vs. the current UCC hymnal was started. Gary Rogers asks for this topic to be included in our next meeting on June 15 in order to further discuss.

Meeting closed at 9:05pm.

Next meeting will be held on Thursday June 15 at 7pm.

Respectfully submitted by  
Caroline Ashenfelter

**Bethlehem United Church of Christ**  
**Member Care Ministry Team**  
**Notes of April 26, 2017 Meeting**

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

We opened with prayer.

Judy reported that the values statement is in the process of being finalized. The Leadership Council voted on the final version at its last meeting. Judy expects the final document to be published on the website soon.

Judy also mentioned that a task force is being developed to deal with stewardship and legacy giving. This was a follow up to a prior report from Pastor Kennedy that such a task force was being contemplated, and that such a task force could potentially work in tandem with Member Care on the "Time and Talent" information. Judy also reported that further evaluation is being given to the fellowship hall renovation.

We discussed the status of identifying Stephen Leaders. We understand Pastor Kennedy has identified Kurt Schmerberg, Carol Durnwall and Lily Tinker Fortel. The Stephen Leader training is taking place in Pittsburgh, Pennsylvania July 30-August 5. The early registration deadline is June 21. The rate for double occupancy is \$1,097 per person; there is an additional \$310 charge for single occupancy. The total registration charges are therefore \$3,601. An additional amount is set aside for meals, travel costs and other expenses.

We raised the question of how the Stephen Ministry program will be rolled out to the congregation.

Jan advised that there will be continuing ONA quarterly meetings, and there are requests to have Ministry Team liaisons to ONA. Mary Jean is a continuing member of the ONA group and will serve as our liaison.

Jan raised the subject of whether we would take on the responsibility of selecting and keeping stocked the CareNotes and other pamphlets from Abbey Press dealing with grief, facing difficult situations, and other topics. We agreed to take on this role, and Mary Jean volunteered to do so initially. We also want to make sure that grieving members receive available materials. We again discussed our collective view that there is a need for a grief support group at Bethlehem.

Jan raised the subject of programs in the area of member care. Jan raised the prospect of a fun event, perhaps a picnic. Mary Jean raised the idea of a member involvement fair where each ministry team and other groups could have a table with materials highlighting their mission and focus. Perhaps this event could take place the first Sunday after Labor Day, on what was previously known as "Rally Day." Another idea is to have small group dinners similar to the former "dinners of 8," which could be recast

as “dinners of 7” or “9” to additionally encourage singles. Jan discussed some potential speakers on topics like human trafficking or scams.

Jan raised the possibility of reaching out to other Ministry Teams to see what topics they might be interested to see as foundations for programs. Mary Jean suggested that we talk to the other Ministry Teams to determine ways we can encourage member involvement.

Another idea is to have periodic meetings or meals for seniors with programs or speakers. Another idea is to share talents such as people who know how to repair items or talk about antiques.

We discussed what the role of Friends in Ministry would be after the implementation of Stephen Ministry. There will still be home bound people who need visits but do not need or want a Stephen Minister. It is possible that some of the people currently visited by Friends in Ministry would want a Stephen Minister, but that does not mean that someone from Friends in Ministry could not still visit.

We plan to have our next regular meeting on May 24 at 7:00.

We closed with the Lord’s Prayer.

Respectfully submitted,

Jan Burnham, Chair

# Bethlehem UCC Welcome Ministry Minutes

May 15, 2017

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

- 1.) Meeting was called to order at 5:10 PM. Pastor John 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.) Tree Removal – Motion to approve the expense for tree removal from Malbetsch for the sum of \$675 for removal of the Locus tree near the 5<sup>th</sup> Avenue door. Subject to administrative approval of Liability Insurance and Worker's Comp Insurance and for fund approval from Finance Ministry for use of the Special Projects fund.
- 4.) Budget Review – Kurt reviewed the current budget and Special Project Fund balance with the committee.
- 5.) Awning Update – Gary reported that Marygrove Awning submitted a revised estimate for a smaller awning with lettering for our Fifth Avenue entrance canopy. Awning cost of \$3940, permit fee estimated at \$150 cost. In addition the Welcome team would like to have the Fourth Ave awning lettered. Estimated cost is \$800 and would entail replacing the front panel and framing. MOTION made and SUPPORT made to seek approval from Leadership Council and Facilities for the installation of both proposals and to ask Finance for approval of up to \$4999 from the Welcome Ministry special project fund to cover these expenses. MOTION CARRIED.
- 6.) Welcome Covenant Plaque - ONA committee asked that the Welcome Ministry approve the purchase of the cast Aluminum plaque depicting the Welcome Covenant approved by the congregation. The original estimated cost was \$1700 which included shipping costs and the Welcome Ministry pledged \$500 toward the purchase. ONA has secured another \$500 in commitments to date toward the cost. ONA asked that Welcome approve the purchase from the Special Projects fund and ONA would repay the \$1200 balance as they raise the funds. It was felt that having the plaque would assist with the fund raising efforts. MOTION made and SUPPORT received to ask Finance to approve the use of \$1700 in special project funds to allow for the purchase with the understanding that all but \$500 would be returned to the account by fund raising by ONA. MOTION CARRIED.
- 7.) Sanctuary Children's area – The committee adjourned to the sanctuary to look at possible options for a combined Welcome Center and children's area. It was the initial opinion of the committee that the area under the balcony was best suited for the project. It is the wishes of the Welcome Team that an ad hoc committee with representation from Education, Facilities, Worship and Welcome be formed to further study and make recommendations on the location.

Having no further business the meeting adjourned at 7:15 PM.

Respectfully submitted,

**Kurt Schmerberg,**

Welcome Ministry Chairperson

## **Fellowship Minutes**

### **6/6/2017**

Kris Lovelace, Sue Irwin, Sue Muir, Lily Tinker-Fortel and Jane Zieseemer met at Kris Lovelace's home to mainly focus on updating the Fellowship page of our church website.

We discussed the following regarding the Fellowship link:

- Fellowship Groups we will include on our page
- Photos for each group
- Streamlining details of the groups
- Jane will pass this information along to the appropriate website person.
- We developed the following Mission Statement:  
The Fellowship Ministry seeks to involve and include all members of our church, reaching out to the community as well, whenever possible. We hope to provide opportunities for fellowship, relationship building and companionship and comfort through meals, shared activities and common interests and recreation. We are also willing to serve as a resource for other groups and individuals who are planning activities and programs.
- Lily is checking on what the "Fellowship Groups" intent is on the website under About Us and then Groups. It is confusing to us.

Other discussion:

- We set the dates for the Oktoberfest – Friday, October 20 and the Women's Advent Celebration – Thursday, December 7.
- We want to change the name Coffee Hour to Coffee Connection. I will share this with Pastor John.
- Coffee Connection between services as a permanent time. Too many obstacles – choir members would never be able to come as would bell ringers and anyone else in music taking part in service. Not much time for Pastor to connect either. Rehearsals always take place prior to service.

Respectfully Submitted,  
Jane Zieseemer, Fellowship Chair