

Bethlehem United Church of Christ
Leadership Council Minutes
August 8, 2017

Present: Sue Buday - President, Judy Coucouvanis, Ron Dechert, Kris Lovelace, Shannon O'Reilly, Karen Samford and Pastor John Kennedy. Not Present: Sue Wortman

As we did not have a July meeting, the following was voted on and approved by email:

• **To hold a Congregational Meeting on August 13, to approve the use of undesignated/restricted funds of the Investment Account to pay for the foundation repair up to \$50,000.**

• **A motion to accept the minutes of the June 13, 2017 meeting was approved.**

Insurance - John Irwin came to explain the proposed policy with Church Mutual Insurance. It is full replacement value and coinsurance where we would only be responsible for a copay if the cost of an incident were over the value. Damage caused by falling trees is covered while the tree cleanup and replacement are not. This company covers a hundred thousand churches and has an A rating with A.M.Best. The policy covers the cemetery, parsonage and the 4th Ave. house. The organ is covered as part of the building. A loss of business clause is also included.

• **A motion to accept the recommendation of the Facilities Team to switch to Church Mutual Insurance coverage was approved.**

• **A motion to accept the recommendation of the Facilities Team to charge the Cemetery Board \$800 per year as their portion of the insurance was approved.**

Fellowship Hall - Pastor John, Sue Buday, Ron, Kris from the Leadership Council and Tom, Steve and Michele from the Facilities Team will review the Phoenix proposal and work with them to refine their drafts. When the group has a viable plan, they will bring it to the Leadership Council for approval and then to the congregation for final approval.

• **A motion to accept the proposal on stripping and refinishing the hallway floors was approved.**

Pastor John- is making progress on forming a Stewardship Team.

Restroom updates - We agreed the two restrooms on the main floor need to be updated prior to starting on the one on the sanctuary level. We plan to have an interior designer recommend changes to the Women's Restroom.

Rental Space - It was decided the Leadership Council is responsible for setting rental rates and approving leases with outside groups wanting to rent church space. The rental rate schedule needs to be updated

Action Items –

Leadership Council - Updating the rate schedule for rental space

Pastor John - complete the formation of a Stewardship Team with the help of Sue Buday

Sue Buday:

Let the Facilities Team know their rental recommendations need to go to Leadership Council for approval.

See that the list of Leadership Council and Ministry Team Members shows ONA representatives

Assist Pastor John in forming the Stewardship Team

Schedule a meeting to prioritize Capital Projects

The meeting was closed with the Lord's Prayer.

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

Submitted by Karen Samford, Secretary

Finance Ministry Meeting Minutes – September 14, 2017

- 1) Call to Order 7:03 pm Attendees: Jeff Wortman, Ken Tappe, Pastor John, and Shannon O'Reilly
- 2) Review and Approval of August minutes. Correct "rending" under #5 to "rendering".
Approved
- 3) Financial Review for last month
 - a) *Some things were noted that may give us some problems – Estimated Income and Revenue to be short by \$20,000 based on the latest forecast for the 2017 operating budget. Rental income forecasted was recalculated with an expected \$5k shortfall without 1on1 rental, and U of M nursing (a potential replacement offset) is not expected to start until next year. We also continue to come up short on the non-pledged giving. It is \$40K short right now and expected to end up about \$15K short for the year. Pledged offerings are on target. Expenses and expenditures for the year are less clear in terms of a forecast. There is a \$3k savings over budget on insurance for 2017 due to the new insurance policy. If spending for the rest of the year continues at the current rate for first 8 months of 2017 we should not see a deficit greater than the \$102,000 deficit approved with the budget. If spending were to increase for the remainder of the year, the deficit could increase. Jeff to send email to Buday explaining the situation and possible actions for the rest of the year.*
 - b) *It should be noted that the operating budget does not really reflect the extraordinary maintenance and renovations expenses that are coming from other funds/investments. We continue to go to investments, other funds and new donations that result in spending as much from this area as we do from the operating budget.*
 - c) *Roy Muir is heading up stewardship and working with John. They have a list of people to ask to join them. Have been meeting for about 3 weeks.*
- 4) Reconciliation for last month 100% compliance – reconciled through August. Thanks Ken.
- 5) Leadership Council Update Did not meet on Tuesday
- 6) Unbudgeted Funding Requests – Actions and Decisions
 - a) Updated report on all requests - the only update to the report is that the foundation repair will be funded from the undesignated/unrestricted fund in the Investment account as was stipulated in the recommendation to and approval by the congregation. FMT will transfer the required funds once the final amount is invoiced. The approved amount includes contingency funds which may not be required.
 - b) Floor Polishing and Cleaning - It was the consensus that this expense should be paid out of the general operation budget for facilities maintenance as there are sufficient funds in the budget to cover the expense.
 - c) The Sanctuary Lighting bill was approved to be paid with \$10,000 from the Property Improvement Fund and the approximate remaining amount of \$6000 from the Feldkamp Fund.
 - d) Tuck-pointing – This was approved to be funded for \$4850 from the Feldkamp fund. There were no objections from LC or Finance in going with only one quote from the vendor that has been used by the church for many years. It is recommended

/requested that a special note of explanation be included when a single quote and service provider are recommended by the requesting ministry team.

- e) Music room ceiling and hallway ceilings – The consensus was that FMT was not clear this was a priority identified by Leadership Council. *If LC deems this a current priority we need more bids and followed up by spending approval from Finance and perhaps LC (depending on the amount).*
- f) Men's restroom. *This was approved up to \$3500 with funding from the McKay funds.*

A special note on unbudgeted fund requests

For funding requests that are discretionary (not emergency / urgent repairs) Leadership Council is the group that assesses the priority of the request consistent with current goals and objectives and available resources (people, money, etc.). With a project established as a priority by LC, the requesting Ministry team should secure bids and recommend a course of action. That recommendation is then turned into an unbudgeted funding request that moves through the Funding approval process, first to Finance, then if necessary (over \$5,000) it goes to Leadership Council and then to the Congregation if over \$15,000. Finance recommends where funds will come from with recommendations readily accepted from the requesting Ministry Team. If under \$5k Finance can approve, if over \$5k then go to LC to approve. No work is started until all approvals are in place.

- 7) Update on the 3-5 year capital plan and or current facility plan from Leadership Council LC is trying to schedule a time to go over this.
- 8) Communication topics
 - a) Will investigate possible Amazon Smile link to add to the church's website. – open/Jeff has sent a letter to Kurt on this topic as there does not appear to be a place to easily add this. It was pointed out that we probably need a web page for things like the grocery rewards as well. *Jeff to do additional follow-up with Kurt Schmerberg.*
 - b) Discussion on what financial information is communicated regularly – Proposal was made and approved to have a brief monthly financial summary in every refrigerator page and every Visitor. The "brief" summary will list *monthly YTD Actual Results, and YTD targets based on the budget and the full year budget. Each of the above columns will include a summary of Offerings/income, expenses and the net of income and expenses. Jeff to communicate with Carol and Betty to explain format and decision from Finance.*
- 9) Other Topics
 - a) Lease requirements vs Rent to avoid taxation – this issue was raised by the auditor in passing last year. The auditor has since retired and research by Jeff suggests this does not appear to be an issue. It was agree to save this issue to discuss and review with the auditor we hire next year *Last audit was for financials only, not procedures. Our procedures were written by non-finance people. We will investigate including a review of procedures in the scope of the next audit. Shannon knows a non-profit auditor – next year we can do some investigation to find 3 firms and ask them to bid on our audit.*
 - b) October will start the 2018 budget planning cycle.
 - c) Fund Consolidation. Motion approved regarding three funds. – *Gym fund (eliminate, rolled to Property Improvement), restroom renovation fund (eliminate, rolled to property improvement fund), Bethlehem Bridges (eliminate this fund)*
 - d) Mother's Day flower fund. *We have used excess from flower funds for Easter and Mother's Day to do landscaping around the church. Landscaping people want to carry over funds from year to year. Betty can record in an in/out fund, at end of year move to*

general fund, then at beginning of year move back to an in/out. Or set up another fund, which we really don't want to do. Where does this fall? -- With regard to the Flower fund and Landscaping, this resulted in a lot of discussion and consideration. The consensus opinion was that this should become part of the general operating budget. The general thinking is that this would be a good fit with the Welcome Ministry. This would allow us to show the flower donations as revenue and to also build an annual budget for Flower purchases and Landscaping as part of that budget. This approach would be consistent with trying to move away from every situation having its own set of funds but instead looking at what's best for the church overall. This decision is not finalized and is subject to Pastor John's discussion with Sue Buday and Kurt Schmerberg.

10) Next Meetings – October 12th at 7pm We will start planning for the 2018 budget. *We will be asking the ministry teams and committees to start their budget preparations to build budgets for their Ministry team by Thanksgiving*

11) Adjourned at 8:45

Submitted by Jeff Wortman, Chair

Facilities Ministry Team – Bethlehem UCC

Meeting Minutes of September 11, 2017

Present: Steve Darr, John Irwin, Tom Ziesemer, Michelle Loukotka, Ron Dechert, and Carol Leyshock

Absent: Rev. John Kennedy,

The meeting was called to order at 4:55 pm. The minutes from August 14, 2017 were approved with no changes.

AUGUST FINANCIAL REPORTS:

Total facilities expenditures were within budget (66%). Emergency repairs were high (75%), with several expensive repairs in August: Asbestos tile removal in storage rooms (\$2,000), Roto-Rooter bill to clear blocked drain (3 day job – totaled \$1,660), Flat roof repairs (\$1,884), sprinkler system repairs (\$902).

OLD BUSINESS:

1. Property Insurance – We have switched to Church Mutual effective 9/1/17.
2. Phoenix Construction/Dining Room Renovation – A meeting with the architect and the selected committee has been scheduled for 9/13/17.
3. Boiler and pipes – Precision Climate has replaced all designated pipes on the south wall of the dining room, including the 2 storage rooms.
4. Foundation repair – Payeur Foundation Company has been approved to do the foundation work. They are several weeks out in scheduling. Anticipated start date is mid-October.
5. Flat roof – Tremco completed a full warranty inspection on 9/7/17.
6. Tuckpointing – Grunwell-Cashero quoted \$4,850 to repair mortar and a window lintel on the east gym wall above the flat roof and to inspect and repair mortar on the west gym wall. Facilities approved the quote using Feldkamp funds. Carol will submit an Unbudgeted Funding request to Finance.
7. Exterior sanctuary and canopy door refinishing – The canopy door and trim were painted. The 2 sanctuary doors did not appear to be done, except for the trim. Carol will call Randy. There is also interior trim on the canopy door that needs touching up due to water/salt damage. Carol will ask the new handyman, Brad, to do it.
8. Medical loan closet – Work has been on hold pending confirmation of UM nursing rental of gym and need for storage space. Carol will ask Brad to remove the plastic from the ceiling (that was there from when the roof leaked) and clean up the room.
9. Vent needed in Groundcover storage room door (under the basement stairs) – Randy is very busy. We will have Brad or a local handyman do it.
10. Storage door next to art room – Randy appears too busy. We will call a local handyman.
11. Music room ceiling – Randy chose not to bid on the project. Steve submitted a quote for a suspended ceiling in the music room and basement hallway ceiling adjacent to the music room totaling \$6,370. Facilities approved the total bid. Carol will submit an Unbudgeted Funding request to Finance and ask them to determine what fund it should be charged to.
12. Parsonage repairs – Randy completed the new window wells. He still needs to repair the patio where his crew had to dig up about 2' X 2'.
13. Handyman/Maintenance person – Brad Gabriel is working out very well, coming in every week.
14. Men's basement restroom – Hutzel replaced the toilet that had been pulled to unclog the drain. They also repaired a leaky pipe in the basement hall ceiling.
15. 2017 Capital Projects:
 - a. Scott Lovelace's spreadsheet – awaiting Leadership Council prioritization
 - b. Leadership Council priority list – 1st floor restrooms and hallways:

- i. Hallway slate and terrazzo floors – these were refinished by American Building Services. An Unbudgeted Funding request was submitted to Finance for approval and to determine the funding source.
 - ii. Hallway vinyl tile – Quotes were received from Shamrock Flooring for \$3,600 - \$6,690 to retile the office hallway. Ron will take it to the Leadership Council for their decision. A quote was also received from Corporate Cleaners just to clean and wax the existing tile. Carol will send it to Sue Buday to consider as a temporary measure.
 - iii. Men’s sanctuary level restroom – LC did not approve window replacement. Facilities recommends a few quick upgrades now and the remainder to wait until next summer. This recommendation is being sent to LC and Finance:
 - 1. Repair the broken window and add a new screen (\$184 – to be paid from Maintenance & Repair).
 - 2. Install a suspended ceiling (estimated at \$1600).
 - 3. Install new lights (estimated at \$1600).
 - 4. Paint the walls above the brick (have the handyman do it).
16. Solar energy project – Tom sent the city of Ann Arbor the church’s energy audit report from 2012 and the last 2 years of electric bills. He’s waiting to hear from them.

NEW BUSINESS:

- 1. 2nd floor hallway windows – 2 screens are missing. There is a need to open those windows for ventilation. Facilities approved a quote for \$282 to replace them, charging to M & R.
- 2. Office window replacement – Wolverine Moore quoted \$1,784 to replace a few windows with damaged seals. Facilities decided to table this until 2018. Carol will notify LC and Pastor John.
- 3. Paint exterior sanctuary windows – Bob Loukotka showed Carol the windows and vents that really need to be painted. Carol will call a painter for an estimate.
- 4. Window insulation – sanctuary utility room – Bob Loukotka said the insulation needs to be replaced on these 2 windows before winter. The cold air could damage the organ. Tom will look into what type of insulation to get.

RENTAL AND PARKING REQUESTS:

- 1. One on One – Carol spoke with Jonathan Kronberg. She deactivated all of their key cards. They will have to pay the \$2,000 they owe and sign a new contract if they wish to use the gym this fall. They are still interested in renting a few hours a week, probably starting in October.
- 2. Erich Santifer request to rent the gym – Facilities denied the request from this for-profit company, as it is not consistent with the mission of the church.
- 3. Community Music School of Ann Arbor – Leadership Council took responsibility for negotiating this rental and they could not come to an agreement with CMSA2. They will rent elsewhere.
- 4. Kerrytown Concert House – They are renting the sanctuary on 10/21 for EdgeFest.
- 5. UM Nursing group – Ron Dechert said the nursing group hopes to begin in late September or early October and would use the gym during office hours 2 days per week, 2 times per day through December 15. Carol will follow up with them.

TABLED ITEMS:

- 1. Sanctuary air conditioning – on hold pending decisions regarding the dining room renovation.

The meeting was adjourned at 6:15 pm.

NEXT MEETING: Monday, October 9, 2017 at 5:00 pm.

Respectfully submitted,

Carol Leyshock, Parish Administrator

Education Ministry Team Minutes

September 06, 2017

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

Not Present: Diana Slaughter, Wanda Modica

The meeting was opened with prayer.

Christmas Play, Advent Workshop, Potluck –

The youth Christmas play will be December 10th during the 10:00 service. Sarah Herwick will be directing the play. Eileen will talk with Sarah about costumes. Practice will be on December 3rd with dress rehearsal December 9th.

Advent Workshop will follow the play and 10:00 service. Nancy Pieske will have crafts for all ages.

Jan will be in charge of the potluck.

Karen will have Donna put these events on the church calendar.

Rally Day – Will be September 10th, Jane will get doughnuts and cider for coffee hour. Lily is working on a blessing of the teachers, backpacks and donated school supplies.

School Supplies – Jane will take donations to Washtenaw Refugee Welcome and/or Alpha House.

Preschool Teacher – Lily has received three applications but will also look into getting it in the Ann Arbor News. She will have phone interviews followed by in-person interviews with Jane's help.

First Sunday Family Service – Lily will work to make the service more kid friendly.

Youth Mission Project – We decided to go with The Ruth Ellis Center in Detroit as suggested by Chloe Schmerberg. Chloe feels it would be a good way to partner with our ONA initiatives. Ozone House also fills some of the same functions here. We have donated to them in the past.

5th Friday Family Fun Night – Will be held September 29th with pizza and a movie as well as other activities.

Youth Singing - Arianne would like to have the youth sing with the choir on Oct 1, Oct 22 and Nov 19.

The Welcome Team is putting together post cards with photos of recent activities on one side and blank on the other. We may want to use them to advertise some of our events

The meeting was closed with the Lord's Prayer.

Submitted by Karen Samford

Bethlehem United Church of Christ

Member Care Ministry Team

Notes of September 20, 2017 Meeting

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

We opened with a devotional reading.

Jan stated that she heard from Judy Coucouvanis that the third Wednesday meetings do not work for her, but that she will be unavailable for the next few months in any event.

Jan stated she received an email from Lily with an update from the Stephen Leaders in which they stated they have been meeting regularly to plan the Stephen Ministry program. They have a tentative schedule in place that would call for commissioning the leaders on Palm Sunday. They are beginning to plan the outreach campaign, which they hope to begin in October.

We discussed the timing of collecting prayer requests. We again expressed our discomfort with collecting prayers while a soloist or ensemble is performing. Jan stated she heard from Caroline Ashenfelter, who stated the Worship Ministry Team intends to consider this item at their next meeting.

We spent the bulk of the meeting focusing on members who, according to Church records, have not contributed financially or attended worship since at least January 2014. We identified people to whom we would send letters seeking to learn whether they are interested in continued membership. We looked at a draft correspondence to those members and a response form and agreed on certain modifications to those documents. Brian was nominated to correspond with Carol Leyshock to request the mailing.

We plan to have our next regular meeting on October 18 at 7:00.

We closed with the Lord's Prayer.

Submitted by Jan Burnham, Chair

Bethlehem UCC Welcome Ministry Minutes

DRAFT – September 18, 2017

Attendance: Kurt Schmerberg, Barb Marshall, Paul Marshall, Gary Kade and Lily Tinker-Fortel.

- 1.) Meeting was called to order at 5:20 PM. Opening prayer from Paul.
- 2.) Minutes Approval – MOTION was made and SUPPORTED to approve the minutes of our last meeting. MOTION CARRIED.
- 3.) Awning Update: Final Graphics for front awning replacement and rear awning were reviewed. MOTION was made and SUPPORTED to approve the final graphics as submitted and agree to the revised cost increase of \$400. MOTION CARRIED>
- 4.) Student Dinner Analysis: Positives: chance to meet neighbors; cards with invite and schedule of upcoming events was good; music was nice; pizza was easy to serve; candy and chips were good idea; games were fun to have; sign in sheet was completed by most attendees; Challenges/Changes: minimal other BUCC ministries offered support; change name to *Neighborhood Party* rather than student party; drop salad from menu; with cost of ~\$500 is this a cost effective method to reach neighbors. Follow-up plan: MOTION made with proper SUPPORT to purchase 12 tickets to the Octoberfest celebration and to extend an invitation to those who attended the pizza party to join in the Octoberfest fellowship. Lily will email those who provided their contact information at the pizza party asking them to stop by the church office to receive a free ticket. MOTION Carried. Funds to be used from the Welcome Ministry Evangelism budget.
- 5.) Post Card project: Waiting on images from Eileen K.
- 6.) Welcome Mat update: Colors, design and materials were discussed. Kurt, Paul and Barb will take measurements and Lily will develop conceptual design. Paul will get quote for consideration at next meeting.

Having no further business the meeting adjourned at 7:25 PM with the Lord's Prayer.

Respectfully submitted,

Kurt Schmerberg,

Welcome Ministry Chairperson

Bethlehem UCC Welcome Ministry Minutes

August 21, 2017

Attendance: Kurt Schmerberg, Barb Marshall, Paul Marshall; Kris Lovelace and Gary Kade via teleconference.

- 7.) Meeting was called to order at 5:15 PM. Opening prayer from Kurt.
- 8.) Minutes Approval – MOTION was made and SUPPORTED to approve the minutes of our last meeting. MOTION CARRIED.
- 9.) Post Card project: High gloss 8.5 x 5.5 card with BUCC images on one side; blank printable surface on second side; costs are 500 for \$0.64 each; 1000 for \$0.41 each; 2500 for \$0.28 each. MOTION to purchase 2500 cards; SUPPORT. MOTION CARRIED. Paul and Barb will ask Eileen Koprowski to assemble some images for our use.
- 10.) Student Dinner: Kurt to check with Lily to see where we are with invitation/flyer to students, setting goal for the event.
- 11.) Telephone discussion with Gary Kade regarding awning project: Artwork for rear awning looks good, need front awning artwork in order to proceed. Cost seems in line with our initial projections.
- 12.) All of the Welcome Covenant banners, plaques and signs have been received. Would like to have unveiling on Rally Sunday, and to start fundraising.
- 13.) Welcome Desk assignments: Kurt circulated the sign-up for Welcome Desk duty for September through January. So far the following dates are filled: Gary has 9/3; Kris 9/10; Laura 9/17; Gary 10/1; Paul and Barb 10/8; Laura 10/18; Kurt 10/22; Laura can generally take the third Sundays.
- 14.) Floor Mats for entries: Putting the new UCC logo on new floor mats for the entries was discussed and will be revisited next meeting.
- 15.) Pretzel Sales: Paul and Barb expressed a desire to limit monthly production to 125 dozen due to shortage of help and the enormous amount of time this project consumes. They are also going to limit home delivery and seek additional volunteers to join the pretzel ministry.

Having no further business the meeting adjourned at 7:25 PM.

Respectfully submitted,

Kurt Schmerberg,

Welcome Ministry Chairperson

Bethlehem UCC Welcome Ministry Minutes

July 17, 2017

Attendance: Kurt Schmerberg, Gary Kade, Barb Marshall, Paul Marshall; Lily Tinker Fortel; John Kennedy.

- 16.) Meeting was called to order at 5:05 PM. Opening prayer from Lily.
- 17.) Minutes Approval – MOTION was made and SUPPORTED to approve the minutes of our last meeting. MOTION CARRIED.
- 18.) Discussion with Lily regarding how we can involve the Bethlehem youth in our ministry. Ideas included: Work on promoting church on social media, video services for rebroadcast and assist with staffing the Welcome desk
- 19.) Member Care Update – Kurt updated Team on meeting with Member Care. Process and responsibility for assimilation of new members and which team is responsible for each facet of the intake were discussed.
- 20.) Welcome Banner, Plaque and signs: Plaque should arrive by the end of the July, Banner due by mid-August, smaller signs with Banner. We decided to redesign the Logo on the banner and signs to match the UCC “A Just World for All” logo recently released.
- 21.) Student Dinner: Discussion if this was the best use of the Welcome budget. Lily thought that we may want to plan smaller but more frequent student dinners and will work with us. Current plan is to move forward with dinner for September 13.
- 22.) We discussed with Pastor John the proper way to acknowledge Lois Haessler’s generous gift. John will reach out to the relatives to get some feedback.

Having no further business the meeting adjourned at 7:10 PM.

Respectfully submitted,

Kurt Schmerberg,

Welcome Ministry Chairperson