

Bethlehem United Church of Christ
Leadership Council Minutes
October 10, 2017

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

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

- **A motion to apply for a Liquor License to be used for our Oktoberfest celebration to be held on October 6, 2017 was approved.**

A meeting was held with Roy Muir for a presentation of his vision for the stewardship campaign this year.

Pastor John opened the October 10th meeting with prayer.

- **A motion to accept the minutes of the August 8, 2017 meeting was approved.**

Pastor John's Report

Stephen Ministry Program – Kurt Schmerberg provided an update.

The Stephen Leaders have molded Mission, Vision and Goals to align with those the Leadership Council established for the church. Three information sessions will be held in October to promote the Stephen Program and raise awareness in the church community. In November and December they will be identifying and recruiting participants for the initial Stephen Minister class. In November the Stephen Leaders will conduct a Bible Study and deeper look into the program and what it means to be a Stephen Minister. The initial 50 hours of training will be held January through March with the class commissioned on Palm Sunday, March 25, 2018.

Stewardship – Plan to have the kick off November 12th with short talks during the Sunday services in November by the Leadership Council and other Ministry Teams. We will not be ready to meet with Roy on October 16th as planned. Sue will let Roy know and we will use that meeting to come up with an action plan.

Ministry Team Reports

Education Ministry Team and Lily will be meeting with Facilities, Welcome, Worship and Pastor John to explore possibilities for making the sanctuary more welcoming for people of all ages and abilities. They bring the final proposal to the Leadership Council. Ideas include a “kid-friendly” space where some pews would be removed, adding a rug, one or two small tables and a couple of rocking chairs. They plan to use the funds donated by Lois Haeussler and dedicate the kid-friendly space as Lois's Corner. In addition they would like to modify some pews in the full sanctuary so that individuals in wheelchairs can sit with other congregants.

Facilities

Facilities has asked about replacing the ceiling in music room – This is not in our list for 2017.

The Leadership Council asked Kris Lovelace to take the lead on selecting the color for painting the first floor hall and choosing the flooring for the office hallway.

The work on the men's restroom on the sanctuary level restroom should come in at budget. The window is yet to be repaired and the brick painted.

The restrooms in office hall will have the same fixtures as the one we have done.

A new leak in old medical loan closet was contained by the new flooring. The company that did the roof repairs has been called as this should be covered under warranty.

Fellowship Hall Update – The committee is asking Phoenix to provide information on the difference in cost between two of the most liked plans.

The meeting was closed with the Lord's Prayer.

The next regular Leadership Council Meeting will be November 14 at 6:00 p.m.

Submitted by Karen Samford, Secretary

Facilities Ministry Team – Bethlehem UCC

Meeting Minutes of October 9, 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 5:00 pm. The minutes from September 11, 2017 were approved with no changes.

SEPTEMBER FINANCIAL REPORTS:

Total facilities expenditures were within budget (74%). Maintenance & repair is at 96% with only \$537 remaining for the year. September expenses included vestibule boiler pipe repair (\$574), electrical repairs (\$658) and slate/terrazzo floor refinishing (\$1,590). (Finance directed use of M&R for this last expense.) Emergency repairs have \$1,633 remaining in the budget after spending \$1,590 for plumbing repairs in September.

Memorial & Gift Funds: \$16,000 was paid for the new sanctuary lighting (\$10,000 from Property Improvement and \$6,000 from Feldkamp). The final bill for the boiler pipe replacement project, paid in September from the General Memorial Fund, was \$12,037. (The total project cost was \$14,111.)

OLD BUSINESS:

1. Phoenix Construction/Dining Room Renovation – Meetings were held with Mark Hiser and the architect on 9/13 and 10/5. The preferred location of the restrooms was determined. Phoenix will do a cost analysis and prepare preliminary plans and a budget.
2. Foundation repair – Payeur Foundation Co. is pulling a permit. Start date is at least 2 weeks out.
3. Tuckpointing – Grunwell-Cashero will schedule the work in about 2 weeks. Finance approved \$4,850 from Feldkamp funds.
4. Exterior sanctuary door refinishing – Randy inspected the 2 unfinished doors and will have someone finish them, as well as the interior trim near the floor.
5. Vent in Groundcover storage room door (under the basement stairs) – Randy installed it.
6. Storage door next to art room – Randy glued and rehung it. He needs to trim it so it will close.
7. Medical loan closet – At Steve's request, Randy installed a new ceiling and lights and repainted the room, since the UM School of Nursing is signing a contract to use the gym and loan closet in December. The \$2050 bill was paid by McKay (\$1000) and Emergency Repairs (\$1050).
8. Music room ceiling replacement – Finance did not approve the expense. It is under consideration by the Leadership Council.
9. Parsonage – All outstanding repairs have been completed, including the patio bricks.
10. Paint exterior sanctuary windows – Todd Tribble quoted \$2,247. The windows are in bad shape and need a lot of work. Tom will get another bid. Facilities recommends spending up to \$2,247 from Feldkamp to get the work done before winter. Carol will submit a request to Finance.
11. Window in sanctuary utility room – Tom purchased the insulation. He and John I. will install it.
12. 2017 Capital Projects:
 - a. Leadership Council priority list – 1st floor restrooms and hallways:
 - i. Hallway vinyl tile – Quotes received from Shamrock Flooring for \$3,600 - \$6,690 to retile the office hallway. Awaits Leadership Council decision.
 - ii. Men's sanctuary level restroom –

1. \$3500 was approved from McKay Property Maintenance by Pastor John. This is to cover new ceiling, lights and painting the walls.
2. Costs to date:
 - a. \$809.74 – New ceiling – DDI, Inc
 - b. \$447.86 – New lights purchased – Gross Electric
 - c. \$152.92 – paint and supplies purchased
3. Cost estimates:
 - a. \$1600 (high est.) – Vedder bill not received yet
 - b. \$285 – window repair/new screen (quoted amount)
 - c. \$960 – painter fee – Carol will call ML Quality Painters

NEW BUSINESS:

1. New leak in roof above Medical Loan Closet – Butcher & Butcher (formerly Frisch) called.
2. Carpet cleaning – The runners and vestibules need to be cleaned. Facilities approved the expense, to be charged to Custodial Services.
3. Basement windows need repainting – Todd Tribble pointed out to Tom the serious deterioration of many of the basement window frames. Tabled until 2018.

RENTAL AND PARKING REQUESTS:

1. One on One – Carol hasn't heard from Jonathan Kronberg about fall rentals. She'll follow up.
2. UM School of Nursing – A contract has been drawn up for 3 weeks in December, 2 days/week, with a possibility of renewing for January through May.

TABLED ITEMS:

1. Sanctuary air conditioning – on hold pending decisions regarding the dining room renovation.
2. Scott Lovelace's spreadsheet – awaiting Leadership Council prioritization.
3. Solar energy project – Tom has not had time to pursue this.
4. Office window replacement – tabled by Facilities until 2018. Under consideration by Leadership Council.

The meeting was adjourned at 6:04 pm.

NEXT MEETING: Monday, November 13, 2017 at 5:00 pm.

Respectfully submitted,

Carol Leyschock, Parish Administrator

Education Ministry Team Minutes

October 1, 2017

Present: Jane Schmerberg-chair, Julie Feldkamp, Eileen Koprowski, Nancy Pieske, Karen Samford, Wanda Modica and Lily Tinker-Fortel
Not Present: Jan Edie, Diana Slaughter

The meeting was opened with prayer.

Youth Singing – Singing went well today. Jane will ask Arianne which Sundays they will sing. 1st Sundays would work well. Also, teachers need to know how much time will be taken during classes to learn the song so they can plan for the shorter lesson time.

Preschool Teacher – Kelsey Postler will be hired to teach the Nursery/Toddler Sunday School class which may include Kindergartners. She is a freshman at the UM. We will continue to have the volunteers and may need additional help.

Toddler Area in the Sanctuary – We are ready to move forward with developing this area, probably removing two pews and adding a rug. We would also like to have two gliders and two small tables with chairs. We are hoping to have a meeting with Facilities, EMT, Welcome, Worship and Pastor John to firm up plans. We plan to use the funds donated by Lois Haeussler and dedicate the “kid-friendly” space as Lois’ Corner. The following will be taken to the Leadership Council at their next meeting:

Education Ministry Team is in conversation with Welcome, John, and Lily about the possibility of making the sanctuary more welcoming for people of all ages and abilities. They are hoping to have a meeting with Facilities, EMT, Welcome, Worship and Pastor John to explore plans and will bring the final proposal to the Leadership Council. Ideas include a “kid-friendly” space where some pews will be removed, bringing in one or two small tables, a rug, rocking chairs; and modifying some pews in the full sanctuary so that individuals in wheelchairs can sit with other congregants. They plan to use the funds donated by Lois Haeussler and dedicate the kid-friendly space as Lois’s Corner.

Christmas Play – December 10th – John and Lily are looking over the children’s play.

December 1st Living Nativity – December 1st – We would like youth to be in the Living Nativity.

Skate Against Hate – This community event is organized by Interfaith Council for Peace and Justice to promote justice and inclusion. It will be held at the Ann Arbor Skate Park next Sunday, October 8th, from 2:00-6:00 p.m. Bethlehem is an official sponsor and will have a table. We hope to screen print “Love beyond Labels” t-shirts for sale at the event.

Halloween – Friday night October 26th the youth will have a lock in and build a “Not-So-Haunted House” for the kids to go through on Sunday. Kids are invited to wear costumes. Jane will get doughnuts and cider as well as candy for prizes.

Next meeting will be Oct 25th (replacing the Nov 1st meeting)

The meeting was closed with the Lord’s Prayer.

Submitted by Karen Samford

Bethlehem United Church of Christ

Member Care Ministry Team

Notes of October 18, 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.

We discussed the status of our budget. Jan reported that we have only spent 12% of our \$2000 2017 budget, in part because the mailings this year have been covered under the "office" budget.

Jan reported that she inquired of Carol Leyshock and learned that we have not yet been reimbursed for the cancellation of Carol Durnwall's attendance at the Stephen Leader training. [Note: after the meeting, Jan reported that Carol Leyshock is taking care of this.]

We looked at the draft of the time and talent form and discussed the content under Member Care. It was suggested that we have a line item for interest in becoming a Stephen Minister, but Jan is going to check with the Stephen Leaders before suggesting that addition.

We discussed a mailing to members for Advent. We discussed the merits and demerits of sending a Christmas card and other options. Jan asked that we individually research various options and circulate ideas by email so that we may timely make a decision.

We reviewed the six responses received from non-participating members to whom we sent letters last month. We decided on actions to take with respect to particular respondents. We determined that we would not recommend the removal from membership of anyone who responded stating they were interested in continuing membership.

We discussed the informational meetings that have been scheduled for Stephen Ministry. We agreed to attend and support them as we are able.

We set our next meeting for November 15 at 6:30.

We closed with the Lord's prayer.

Submitted by Jan Burnham, Chair

Fellowship Report October 2017

Oktoberfest - We had a debriefing meeting for the Oktoberfest through emails. Notes were made for next year's event. There were close to 200 in attendance and of those 200, 30 volunteered their time, which made a successful evening for all.

We made a net profit of \$2,124. 10% or \$212 will go to the Fisher House, which is a place for veterans' families to stay while their loved ones are being treated at Veterans Hospital. The remaining \$1912 will go to Facilities. Please refer back to the October Visitor for more information about the Fisher House.

October 29 - The hosts for the upcoming Women's Advent evening on Thursday, December 7, met after church to finalize our plans. We will have 16 tables of six. Sign-up to attend begins Sunday, November 5th. We are asking those who are able to bring either an appetizer or dessert. This sign-up sheet will be next to the attendance sign-up, both outside the office.

Veterans' luncheon is on Sunday, November 12 following the 10:00 service. Sign-up sheets have been up for several weeks for salads. We are providing sandwich platters.

Jane Ziesemer, Chair