

Bethlehem United Church of Christ

Leadership Council Minutes

January 09, 2018

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

Not Present: Judy Coucouvanis,

Other Attendees: John Samford, Ron White, John Irwin, Ken Tappe

The meeting was opened with prayer by Pastor John.

Sue Buday introduced Ron White who has been in the rental business for many years. We asked questions concerning renting the church building through a leasing agent vs doing it ourselves. His suggestions follow:

Make any repairs needed so the space is attractive, prior to showing (fixing the ceiling in the music room, basement restrooms etc.)

Office space downtown is renting for around \$14-\$18/sq ft.

Need to decide if we want people in the building when no staff are present and building access in general.

Look at the impact renting space would have on day to day use of the building by church groups (parking etc.)

Need to check with our insurance company.

What are the extra costs of having others use the building (extra custodial time, supplies, water bill etc.)

Think about what tenants might need (WiFi etc.)

Extra expenses like those above can be factored into the rental rate.

Rental agreement needs to require renters to carry workers compensation coverage and liability insurance naming the church as an additional insured.

Want to think about background checks to maintain our Safe Church Policy.

Need to have a very specific, well written lease agreement.

Can charge whatever we want as a security deposit.

First month's rent should be due on signing with subsequent months due on the 1st of the month and a late fee if not paid by the 5th.

Can charge whatever we want for late fee e.g. if rent is \$500/mo could be \$50 late fee.

Leasing agents charge a % up-front fee for the entire lease, would want 3-5 year leases and probably want to handle all the rentals. Reinhart and Swisher both do commercial leasing.

Management (collecting monthly rental, enforcing the contract etc.) would be an additional cost.

If we want to take on finding the renters, Fink could write a commercial lease and Ron suggested starting by talking to Susan Polly Director of the Downtown Development Authority (DDA) to find renters.

Facilities – We reiterated our building priorities are the restrooms in the office hall, flooring in the office hall and painting of the hall and entries.

● **A Motion to have Kris present her vision for the restrooms to facilities was approved.**

Facilities will then need approval from the Leadership Council after coming up with pricing.

Rentals – Ann Arbor symphony has requested to use the sanctuary. Council stressed the need for a security deposit as they are planning to have food in the sanctuary. Carol needs to get more information and we can approve by email if needed.

Stewardship –

A follow-up letter needs to go out with the mailing on Thursday to announce the Annual Meeting. John will draft a letter and have it to Sue W by noon Wednesday for editing.

John will set up a meeting with Sue W, Lily and Roy to debrief and report back at the next council meeting.

Fellowship Hall – The meeting with Phoenix to go over the items on the bid is 5:00 Wednesday, Jan 10th.

Celebration of Gratitude for Arianne - Sue Wortman, Lili and Jane Z are planning a party on January 21st.

Pastor John's Report

A group is being formed to create a job description for a new Director of Music Ministries.

John's surgery is scheduled for February 8th. He is lining up people to preach and cover his other duties.

- **A motion to accept the minutes of the, December 12, 2017 meeting was approved.**

Members of the Leadership Council thanked out-going President Sue Buday for her excellent leadership.

Action Items –

Sue Buday:

Contact Carol about the Ann Arbor Symphony rental request.

Leadership Council:

Update capital improvement list for 2018 and beyond to prioritize for Facilities and Finance

Stewardship follow-up discussion

Review current Core Values, Vision, and 3 Great Loves from the Stewardship brochure

Plan quarterly meetings with Leadership Council and Ministry Team chairs

Discuss using a Leasing Agent and Management company for rentals vs in-house

NOTE – The February meeting will start at 6:30.

The meeting was closed with the Lord's Prayer.

The next regular Leadership Council meeting will be Tuesday, February 6th at 6:30 PM.

Submitted by Karen Samford, Secretary

Finance Ministry Meeting Minutes – October 12, 2017

AGENDA

1. Call to Order - 7:05 pm, Attendees: Ken Tappe, Shannon O'Reilly, Jeff Wortman
2. Review and Approval of September minutes. – Approved by consensus
3. Financial Review for last month
 1. Concern that pledged offerings appear to be down, not clear if this a problem
 2. Discussed approach to budgeting for 2018 – agreed to use 2017 actuals as starting Point for 2018 budget
 3. Proposal to withdraw an additional \$50,000 from the Investment as we have seen substantial gains and we are going to need the funds by year end to cover the foundation repair and operating budget deficit.
4. Reconciliation for last month – Ken was able to complete this. No issues discovered.
5. Leadership Council Update
 - A. Stewardship Plans and Schedule – there is a general concern with the new schedule as it will mean FMT will be unable to balance / evaluate expenditures against expected revenue given the requirement to present the budget to the congregation for approval in January. Finance will have the expenditure forecast and will present the best Information available for offerings and revenue
6. Unbudgeted Funding Requests
 - A. The updated report on all requests was reviewed – no action taken
 - B. Welcome Mats – Welcome Special Projects Fund, \$2047 - approved by consensus
 - C. Sanctuary Window Painting – Feldkamp Fund, NTE \$2247 – approved by consensus
7. Update on the 3-5 year capital plan and or current facility plan from Leadership Council
LC has not reviewed the capital list.
8. Communication topics
 - A. Will investigate possible Amazon Smile link to add to the church's website. – on-going, Jeff to discuss further with Kurt Schmerberg.
 - B. Revised financial information is communicated regularly per new plan – which church communications – Visitor - monthly, Refrigerator page – weekly , with new format of information - completed
9. Rental Income Forecast Revisions for 2017 – No changes since last month, this will be a 2018 budgeting item/issue.
 - A. UM Nursing Research project (gym)
 - B. 1on1 Basketball
10. 2018 Budget Planning Schedule
 1. Jeff to issue email to all Ministry teams to start considering 2018 budgets and spending requirements – completed
 2. After October results are known, Betty working with Jeff will distribute spreadsheets to each ministry team chair to complete. Budgets are to be submitted by Dec. 3.

11. Other Topics

- 1) Mother's Day Funds proposal response – alternative approach suggested.
 - i. After reconsidering this topic it is recommend that the previous method be used. This carried the excess flower funds from one year to the next in the Landscaping sub-fund of Property Improvement. The rational for this decision was that the old method worked and the amount involved with a new process does not justify the time involved in changes to the process at this point.

12. Next Meetings – November 9th at 7pm

13. Adjourn with Lord's Prayer @ 8:55 pm

Submitted by Jeff Wortman, Chair

Facilities Ministry Team – Bethlehem UCC

Meeting Minutes of January 16, 2018

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

The meeting was called to order at 4:58 pm. The 12/11/2017 minutes were approved with no changes.

DECEMBER FINANCIAL REPORTS:

The 2017 Facilities expenses ended below budget because of lower insurance and caretaker expenses. Maintenance & Repair and Emergency Repairs were over budget. Other expenses were within budget.

Memorial & Gift Funds: The Feldkamp Fund was used to pay for the foundation repair overage: \$7,716 to Payeur and \$2,227 to DDI (Steve Darr) for drywall. McKay funds of \$1,513 were used for the men's sanctuary level restroom renovation.

OLD BUSINESS:

1. 2018 Facilities operating budget – The final budget was submitted to the Finance team.
2. Phoenix Construction/Dining Room Renovation – Phoenix met with the designated committee to review the budget and drawings they had prepared. Changes were requested in the restroom plans. One more meeting is planned to review restroom changes and elevation drawings. After that, recommendations will be made to the Leadership Council, which will then decide whether to take it to the congregation and seek approval for the project. Phoenix submitted a bill for \$10,140 for their design and budget planning work. This was approved by Facilities for payment out of already designated funds.
3. Foundation repair – S wall – The total cost of the project was \$58,573. The original estimate was \$48,630. The congregation had approved \$50,000. The overage of \$8,573 was approved by the Leadership Council and the Finance Ministry Team, to be paid from the Feldkamp Fund. The Facilities Team agreed to implement 3 policies to avoid overages on future large projects:
 - a. A Facilities team member will be designated as the project manager and will become well versed in the details of the project.
 - b. The Facilities project manager will require the vendor to provide detailed specifications as to what is included in their quote and will question anything that is unclear.
 - c. Vendors will be required to provide a change order for any changes that will increase the original quoted price of the project.
4. Remaining issues from the foundation repair:
 - a. Electrical lines were left lying on the floor. Vedder Electric removed one that was not live and reinstalled the other.
 - b. Tom Ziesemer and John Irwin painted the drywall that had been installed by DDI.
 - c. Tom will paint the interior pantry walls. Jim Stadel will be asked to patch them first.
 - d. Carol will call ML Quality Painting and have them paint the pantry floor.
5. Slate roof repairs – Butcher & Butcher came out with a representative from Grunwell-Cashero and determined that the leak over the locker room is due to an issue with the stack. They will return to repair it when the weather permits.
6. Boiler pipe insulation – John at Precision Climate placed the order for the insulation (estimated cost - \$240 – approved from Maintenance & Repair). He will deliver the insulation and Steve said he will install it.

7. Rental inquiry from Ann Arbor Symphony Orchestra – Ron indicated that the Leadership Council approved the rental at a rate of \$125 for the sanctuary use, \$60 sexton fee and \$200 cleaning fee. They had questions about the type of food to be eaten in the sanctuary. We may wish to require an additional cleaning deposit.
8. UM School of Nursing rental – Two 2018 rental contracts have been signed totaling \$34,800.
9. Tree limbs in backyard – Facilities approved paying Brad Bouchie \$250 to cut down 2 limbs.
10. 1st floor restroom projects – Leadership Council asked Kris Lovelace to take the lead in determining the design concepts and specifications for the project so that bids can be requested from 3 general contractors. Someone from Facilities should oversee the project and work with Kris in choosing and overseeing the contractor. A meeting was scheduled for 1/22/18 with Kris and members of the Facilities team to review the ideas she has pulled together so far.
11. 2017 - 2019 Capital Projects – The Facilities team spent most of the meeting reviewing the capital project spreadsheet previously prepared by Scott Lovelace. Their recommendations will be submitted to Leadership Council. Priorities for all projects were identified as follows:
 - a. Already completed
 - b. Leadership Council identified priority
 - c. Facilities Ministry Team recommended priority
 - d. Deferred
12. 2018 Capital Projects – No new list of projects was created, as all projects were listed in the above spreadsheet.

NEW BUSINESS:

1. Brad Gabriel, the caretaker we recently hired, died over the Christmas holidays. We are very saddened by his death. Carol has begun the work necessary to find a replacement.

TABLED ITEMS:

1. Sanctuary air conditioning – on hold pending decisions regarding the dining room renovation.
2. Solar energy project – Tom and John I. are working on this.

The meeting was adjourned at 7:20 pm.

NEXT MEETING: Monday, February 12, 2018 at 5:00 pm.

Respectfully submitted,

Carol Leyshock, Parish Administrator

Education Ministry Team Minutes January 3, 2018

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

Art Room Clean-Up –

We spent some time putting away things left from the Advent Workshop and items people have donated over the past several months.

Christmas Donations –

We only had one box of toys for Peace Neighborhood because it was edited out of the Visitor article.

We had lots of scarves, shawls, mittens and hats from the Mitten Tree. Half went to Peace Neighborhood Center and half to Washtenaw Refugee welcome.

Lenten Mission Project –

The Ruth Ellis Center would like Grab and Go foods like soup with a tab, bars, fruit cups, tuna in packets etc.

Jane will get something in the February Visitor.

Photos –

We talked about having more photos on the website.

Nursery Volunteers –

Karen will send a note to the nursery volunteers letting them know they are still needed to care for little ones who aren't ready for a class setting as well as fulfill the need for two adults (18+) in the room to comply with our safe church policy.

Sunday School Classes –

We decided the current K-5 class would most likely become K-6 next year.

The meeting was closed with the Lord's Prayer.

Submitted by Karen Samford

Worship Ministry Team Minutes

Thursday, November 16, 2017

Present: Caroline Ashenfelter, Harriette Ehnis, Pastor John Kennedy, Gary Rogers, Tom Ziesemer

Absent: Arianne Abela, Sue Buday, Jennifer Vasquez

Old Business

1. Blue Christmas will be held on December 14 in the sanctuary at 7pm. The 5pm Christmas Eve service will be run by Lily and Pastor John and will include an interactive story for the children in attendance. No changes for the 7:30pm or 11pm services. Confirm with Arianne that the harpist is booked for the 11pm. Gary has the sound board covered for all 4 services on Sunday the 24th.
2. Totenfest feedback was all positive.
3. Plans are in place for the Living Nativity on December 1st. Tom has a rehearsal scheduled on November 26th following the 10 o'clock service. Participants will meet Friday evening at 5pm, food will be provided to volunteers prior to the start. Parking will be on 4th and 5th Ave and hopefully at Muehlig's (we'll know day before/day of).
4. Additional budget requests for 2018 are due by the beginning of December. A request will be made to include money for another Living Nativity in 2018 (\$1,000 for animals, \$340 for advertising), Arianne has requested increased funding for section leaders. No other requests are suggested at this time.
5. The memorial for Alethea Helbig will be planned for December 12 at 1pm. Caroline will email Gail to see if she is available for that date and time to provide music. Worship will provide refreshments following.

New Business

1. We have been requested to plan a dedication for the new banner in the sanctuary, the new awnings and plaque. The plan will be January 6th in the new year.
2. First Sunday/Family Sunday...we need to make a renewed effort to include the youth/children in the service. The music that Sunday could be more eclectic and trying to have youth perform either as a group or as individuals would be beneficial.

Closing Prayer

Meeting Closed at 8:25pm.

Next meeting January 18, 2018 at 7pm. (No meeting in December)

Respectfully submitted by Caroline Ashenfelter

Bethlehem UCC Welcome Ministry Minutes

November 13, 2017

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

Meeting was called to order at 5:15 PM. Opening prayer from Kurt.

- 1.) Minutes Approval – MOTION was made and SUPPORTED to approve the minutes of our last meeting. MOTION CARRIED.
- 2.) Postcard Update – Conceptual draft reviewed and approved for final printing. Paul will speak with Designotype to communicate our approval and agreement to proceed with printing.
- 3.) Live Nativity – Items for the Welcome Gift Bags were finalized; Coupon for six pretzels, Christmas ornaments (until gone), postcard with worship schedule, book markers, note cards and Organ Dedication CD's. Planning to assemble bags on Sunday November 26th after church. Kurt will speak to Donna for development of back of post card. Barb and Paul will coordinate pretzel coupon, and get clear plastic bags. MOTION made and properly SUPPORTED to authorize \$100 from the advertising budget to support additional advertising for Live Nativity if needed. MOTION CARRIED.
- 4.) Welcome Covenant Interior Plaques: Location discussed with ONA committee included: 1) Fourth Ave vestibule; Fifth Avenue vestibule; near Chapel door. Welcome Team added second floor near elevator. Kurt and Paul will finalize placements.
- 5.) Lois Haussler Project – Gary reported that the task force met and finalized a plan to present to Leadership Council. Plan calls for removal of four rows of pews in the north section under the balcony leaving the front and rear pews. Placing smaller tables and chairs and making area “kid friendly”.
- 6.) Budget Request for 2018: Committee reviewed current YTD expenditures and budgeted amounts for 2017. After adding the anticipated expenses for the remainder of the year the following budget proposal will be made to Finance:

| | | |
|---------------------|--------------|-----------------------------|
| Advertising: | \$350 | (unchanged) |
| New Member Support: | \$150 | Decreased from \$250 |
| Special Events: | \$1000 | Decreased from \$1400 |
| Growth & Evan.: | \$500 | (unchanged) |
| <u>Website</u> | <u>\$150</u> | <u>Decreased from \$500</u> |
| TOTAL | \$5300 | Decreased from \$6150 |
- 7.) Lounge, Bathrooms and Corridor Renovation: Kris presented some concepts she has developed for the renovation of the Lounge, Bathrooms and Corridor near the church offices. Welcome Team felt that highest priority should be given to the Lounge renovation. Given that the Fellowship Hall renovation will be more extensive and take more time and capital, and we will need an alternate place to hold after service hospitality during that

renovation, the Lounge remodel should be given priority. MOTION and SUPPORT to communicate to Leadership Council that the Welcome Team encourages that priority be given to the Schmale Lounge Renovation and that the Welcome Team will take the lead in investigating, design, scope of work and cost if authorized by Leadership Council. MOTION CARRIED.

- 8.) Social Gathering: We also discussed scheduling a social meeting for the Welcome Ministry to celebrate Christmas together. Looks like sometime after the first of the year would be best for all. Tentative dates included January 13th, 14th, 20th or 21st.
- 9.) Due to timing the proposed Bethlehem Photo Calendar will be considered for 2019.

Having no further business the meeting adjourned at 7:15 PM with the Lord's Prayer.

Respectfully submitted,

Kurt Schmerberg,

Welcome Ministry Chairperson

Bethlehem UCC Welcome Ministry Minutes

October 16, 2017

Attendance: Kurt Schmerberg, Barb Marshall, Paul Marshall and Gary Kade,

Meeting was called to order at 5:10 PM. Opening prayer from Kurt.

- 1.) Minutes Approval – MOTION was made and SUPPORTED to approve the minutes of our last meeting. MOTION CARRIED.
- 2.) Postcard Update – Conceptual draft reviewed; would like to add Easter and Christmas images and substitute Cemetery image with newer one. Paul will check with Jeff Wortman to see what he has that might be appropriate.
- 3.) Welcome Mat Update – MOTION was made and SUPPORTED to approve the concept and color scheme and to place the order. MOTION CARRIED.
- 4.) Awning Update: Awnings are in production and should be installed soon.
- 5.) Octoberfest ticket distribution – Kurt will check with Lily to see if we can get a final count on how many of the tickets were used.
- 6.) Live Nativity – Items for the Welcome Gift Bags were discussed; Pretzels, Christmas ornaments, postcard with worship schedule, book markers, pens and magnetic card are all ideas to place in the bags. Kurt, Barb and Paul will investigate current inventories of these items. We will need to assemble these bags at our next meeting.
- 7.) Other Business – Gary will be gone on November 20 so we decided to move our meeting forward one week to 11/13. Barb shared that Kris Lovelace would like our team to review the samples for the proposed renovation of the “office corridor” and adjacent restrooms for input. MOTION made and SUPPORTED to release up to \$700 of funds from the landscape/gardening account (if under our control) for brick paver project around the Fifth Ave entrance where tree was removed. MOTION CARRIED. We also discussed scheduling a social meeting for the Welcome Ministry to celebrate Christmas together. We also agreed to discuss a 2018 Calendar at our next meeting.

Having no further business the meeting adjourned at 7:15 PM with the Lord’s Prayer.

Respectfully submitted,

Kurt Schmerberg,

Welcome Ministry Chairperson

Outreach Ministry Team Meeting Notes Tuesday, January 9, 2018

Attendees: Sue & Roy Muir, Mary Jean Raab, Laura Seyfried

Review of 2018 Budget-

- \$7,000 from Hutzal Fund available for community outreach support in 2018; team would like to reaffirm the \$3,500 commitment to 3 funded agencies with the balance coming from fundraising; also suggestion that we can support these agencies by encouraging church members to purchase tickets to supported agency's annual fundraisers (ie: Food Gatherers Grillin' event in June)
- Much concern expressed about the reduction of BUCC earmarked budget funding; will share concern with Pastor John and finance
- OMT will have to plan on other means of fundraising to make up the balance of any pledged financial support (ie:special envelopes) also consider item donation collections, volunteering; there is valid concern about "over asking" for monetary donations; focus more on volunteer recruitment and volunteer projects
- Funded agencies/organizations in 2018? *Preliminary discussion*-continue working with 3 of the 2017 funded agencies- Food Gatherers, Peace Neighborhood Center and IHN Alpha House because they all have ongoing volunteer components and they are in line with the UCC 3 Great Loves

Groundcover News

- Current partnership promotion to congregation and community
- Jane Nicholson Schmerberg and Pastor John volunteered to lead this

Outreach partner engagement presentations either a Mission moment during the 10 service and/or fellowship hour; looking for a set date (ie: "third Sunday") to hold these presentations

Continue to support and collaborate with other BUCC ministry outreach projects

- Education, Youth and Young Adult, Fellowship, etc
- Women of Bethlehem
- Denominational giving opportunities

Meeting dates: finding a regular date is still proving to be a challenge because team members are also active in other longstanding groups.

Upcoming volunteer opportunities:

- Food Gatherers Community Kitchen (at Delonis Center) meal prep, Sunday, February 4th at noon (Alice Dechert, BUCC volunteer coordinator)

- Alpha House, Sunday, February 4th (Super Bowl Sunday), dinner prep and serve, children's activity time

Alpha House volunteer coordinator still needed. Laura Seyfried will continue to fill in until a permanent person signs up. Thursday, January 11th is next "coordinator" meeting.

Team members liked the idea of Leadership Council hosting gatherings for Ministry Team leaders 2-3 times per year to offer time for leaders to share concerns, ideas, suggestions and to learn from each other; "time and talent" lists for 2018-will they be presented to Ministry Team leaders soon?

Shared upcoming Ministry Team Member gathering (that was mentioned during the budget review meeting) set for Saturday, February 3rd, 7-9pm in the BUCC lounge. All team members invited. Bring an appetizer or dessert and a beverage to share.

Next OMT meeting is set for Wednesday, February 7, 2018 6:30pm at BUCC (room TBD)

Submitted January 22, 2018.

Laura Seyfried, OMT chairperson