

Leadership Council Meeting Minutes: February 6, 2018

NOTE: A motion for the Leadership Council to accept the 2018 Operating Budget, for presentation at the Congregational Meeting, as provided by Jeff Wortman was approved by email vote on January 23, 2018.

February 6, 2018 Meeting

Present: John Samford – President, Kris Lovelace, Shannon O’Reilly, Julie Feldkamp, Judy Coucouvanis, Sue Wortman, and Pastor John Kennedy – by speaker phone

Not Present: Ron Dechert – Vice President

The meeting started at 6:33 with a prayer by Pastor John

Minutes from 1/9/18 meeting of Leadership Council were approved, as amended previously by email.

Motion to approve: Kris Lovelace. Seconded motion: Shannon O’Reilly

New President, John Samford provided a list of thoughts and suggestions for Leadership Council during the coming year which are shared below:

1. I’ve got a lot to be humble about. Willing to do job, will make mistakes
2. Remember the concept: “Holy Spirit, guide my speaking/listening.” No policing but remember.
3. Pastor John takes Mondays off. Please don’t encourage meetings you expect him to attend then.
4. I don’t know names as well as I should.
5. I won’t remember what isn’t in writing. Write an email or give him a note.
6. Please use proper nouns rather than “he,” “they,” etc. - people’s names, positions, etc. to be clearer.
7. I want us to move along: we should only be discussing appropriate items. We won’t repeat if it’s already been said.
8. Let’s have a “hard stop” at two hours! Most important things will be at the top of the agenda, in case we don’t get to everything.
9. We can always have special one-topic meetings (or, shudder, use email!)
10. Please use the church calendar/coordinate events through the office: Donna & Carol work for us. Communication is key – we will get packet after tonight’s meeting.
11. It is all right if we don’t execute the entire agenda. Agenda review is the time to prioritize.

- **Agenda Review**

The most important items to cover will normally be at the top of the agenda so that LC will be certain to cover them.

- **Report from Pastor John**

- Pastor John will be having surgery on Thursday, February 8 and will be out of the loop for a several weeks. He hopes to be in the loop a few weeks after surgery – will keep in touch with John Samford.
- Some items are being carried over from last year; we need to continue to prioritize capital projects and make sure we know who is following up on each item. Kris has

worked on designs for first floor bathrooms. Building issues will be covered later in Facilities Ministry Report.

- Lily is now in Member in Discernment (MID) process (also known as In-Care process). As part of this process, Lily reports to Covenant Association. It will be a 2 year process. She'll be writing papers and working with LC for part of it. This UCC process is designed to provide support as she works to articulate her calling and potentially prepares for ordination. Our UCC Conference pays some, church pays some and Lily pays something. Michigan has a higher standard than other states. Lily may come and meet with LC about what she's learning and where she is in the process.
 - Thomas Burton is now the Interim Music Director. John hopes the new music director will be selected by May, 2018. Gail and 4 other people have been asked to help with the process of evaluating this position and determining what members of the church would like to see related to the church's music program. The music director position is more than a choir director. The hope is that the new person will build music leaders and programs, work with other programs, include children, and provide a variety of types of music in order to help grow the church through music.
- **Affirming Leadership Council meeting dates & times**
 - After discussion it was determined we will continue to schedule Leadership Council meetings for the second Tuesday of each month at 6:30.
 - **Updating Leadership Council liaisons to Ministry Teams**
 - Leadership Council members volunteered to serve as liaisons to the following ministry team:
 - Finance – Shannon
 - Facilities – Ron
 - Education – Julie (she is already a member of EMT)
 - Worship – John
 - Member Care – Judy
 - Welcome – Kris
 - Fellowship - Kris
 - Outreach – Sue W.
 - Youth & Young Adult – Julie Feldkamp – This ministry team is currently in the process of relaunching this committee.
 - **Brief reports from any Ministry Teams liaisons with news**
 - Facilities Ministry Team report from Ron Dechert via email
 - Kris Lovelace presented a plan to Facilities she created for the 1st floor women's bathroom, located opposite the church offices. Facilities felt this gave them enough information to proceed to get bids for this project.
 - Facilities member John Irwin was identified as the lead Facilities Ministry Team person for this project and will consult Kris if questions arise regarding her proposed plan during the bid process. Facilities will pursue bids for this project to submit to Leadership Council for approval.
 - A question was raised about making the men's bathroom opposite the office gender neutral. It is now considered and labeled a family bathroom and that might be construed as gender neutral. No decisions were made on this. Small closet bathroom is now being used as storage. Current men's bathroom by

sacristy would not be ADA compliant if remodeled.

- Member Care Ministry Team
 - This team is regrouping and trying to better determine their role now that Stephen Ministries is being launched. Judy will review By-Laws related to Member Care.
 - There was discussion about Women's Fellowship and how that relates to Member Care. There is rebuilding that can be done with this group.
- **Stewardship follow-up discussion—Pastor John**
 - Roy and Pastor John met February 2 and discussed 2018 Stewardship campaign. Roy was positive about what he saw this year. He felt the congregation rose to the challenge. Now we need to build and develop the process further for next year. John would like to have a stewardship group in place by this spring. This group would also include ideas for planned giving which Roy and Gary Maki have been developing. It was suggested that Roy and John meet with LC around May to provide an update on the process of stewardship to date.
- **Leadership retreat—when, where, who, agenda**
 - Our new president, John, proposed organizing a church leadership retreat.
 - Set up a time – possibly one of the last 2 Saturdays in April. These dates are pretty clear on church calendar.
 - Those invited would be ministry teams together with LC – discuss vision and objectives; creative and brainstorming with a spiritual retreat – away from the church – groups breaking up – connecting and getting to know each other and our roles
 - John Samford would like to volunteer to help plan this retreat. Lily might also like to work on this. John S. will send out an invitation to others who might like to help with planning.
- **Update capital improvement list for '18 & beyond to prioritize for Facilities & Finance**
 - Facilities spreadsheet of project priorities could be consolidated in order to simplify and potentially save money by grouping similar projects together to be completed at the same time.
 - Using this method Leadership Council determined the first 3 renovation priorities should be 1.) Fellowship Hall, 2.) First floor restrooms, 3.) Hallways & Landings. Kris will update the project spreadsheet to simplify and consolidate projects based on these priorities.
 - Fellowship Hall is a high priority but we received very little detail from Phoenix at last meeting. John S. will find the contract with Phoenix to review the expected deliverables we were expected to receive for work with the architect and planner.
 - What's missing in the process is that we need to plan, line up people and get bids and designs which can take several months before work begins.
 - We need to keep moving forward – pick flooring, pick carpeting.
 - We agreed we will be doing visioning for hallways, stairwells and landings.
- **Rentals**
 - Brian Paton (lawyer) wrote a letter to One-on-One stating they have until Feb. 8 to pay what is owed the church. There was no contract with this organization, unfortunately.

- AA Symphony – have paper on sanctuary rental that they have sent. They will decide if they will use Bethlehem by the middle of March.
- **Discussion was postponed for a future meeting on the following topics:**
 - Review current Core Values, Vision, and 3 Great Loves from the Stewardship brochure
 - Discuss using a Leasing Agent and Management company for rentals vs. in-house
- **Discussion on topics raised at the Annual Meeting**
 - **Deficit Budget and Outreach Budget**– Leadership Council recognized we need to be more aware of the church’s annual budget and work more with Finance Ministries. We voted to approve it but we did not prepare for disagreement or disputes. We proposed meeting with Finance Chair, Jeff Wortman, quarterly to better understand trends in giving and deficit spending. As leaders of the church we need to look for positive ways we can decrease the deficit while growing our church.

Action Items:

- Kris Lovelace will work on simplifying and combining facilities spreadsheet projects
- Leadership Council members will review Facilities spreadsheet of projects and attempt to prioritize

Meeting closed with the Lord’s Prayer (8:35PM)

Next meeting will be Tuesday, March 13, 2018, 6:30PM?

Minutes submitted by Susan Wortman, Secretary

Facilities Ministry Team – Bethlehem UCC

Meeting Minutes of February 12, 2018

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

Present at beginning: John Samford, Leadership Council President

Absent: Rev. John Kennedy and Michelle Loukotka

The meeting was called to order at 5:04 pm. The 1/16/18 minutes were approved with no changes.

JANUARY FINANCIAL REPORTS:

There were two large expenses in Maintenance & Repair: \$922.61 spent for a washer and microwave oven at the parsonage, and \$431.75 paid to Vedder to take care of the electrical lines that were left on the ground after the foundation repair. Snow removal expenses were high (\$5,224).

Memorial & Gift Funds: The Phoenix bill for \$10,140 was paid from the General Memorial Fund. Monies that were transferred from the investment account will cover this expense.

OLD BUSINESS:

1. 2017 - 2019 Capital Projects – John Samford and Ron Dechert reported on the Leadership Council's response to the Facilities Team's prioritization of Scott Lovelace's capital project list. There is no change in their stated priorities:
 - a. Kris Lovelace and John Irwin will continue to research vendor and material costs for the women's 1st floor restroom so that bids can be obtained from contractors.
 - b. The men's 1st floor restroom will be handled next. They will get information on what changes would be required to make the men's restroom completely ADA accessible.
 - c. The 1st floor hallway will be renovated after the two restrooms.
 - d. Facilities identified priorities – These were not actually discussed by LC, but it was Ron Dechert's opinion that the Facilities Team should have the latitude to approve projects that are identified as Facilities priorities that are not on the LC priority list, as long as the cost can be covered by a line item in the Facilities budget. Those projects outside of the budget should go to LC for approval first, then to Finance.
2. 1st floor restroom renovations – Kris and John consulted a general contractor (Encore), who recommended that we use people within the church to oversee the project. If he were hired, the cost for the women's room alone would be \$25,000-30,000. They have met with several other vendors for quotes for the women's restroom.
3. Phoenix Construction/Dining Room Renovation – Phoenix completed the elevation drawings. Steve will schedule a meeting with Phoenix and the Leadership Council so that Phoenix can present their project design and budget. The LC will then decide whether to take it to the congregation.
4. Foundation repair overruns – Finance recommended including an addendum to vendor contracts on large projects which states that the contractor must secure a signed work order or contract extension before proceeding with any additional work beyond the authorized contract. Steve recommended using a purchase order for this purpose. Carol will research sample purchase orders.
5. Boiler pipe insulation – Precision Climate delivered the insulation. Steve will install it this weekend.
6. Vedder Electric quotes requested by Facilities:
 - a. Trouble shoot inoperative light fixture in stairwell near 4th Ave canopy door – approved.

- b. Basement hallway light replacement – hold until we're ready to install a drop ceiling.
 - c. Install a new light and replace the current light in the pantry storage room – approved.
 - d. Electrical power to support A/C in youth room and choir room – tabled. These projects are quite expensive and are not on the LC priority list.
7. Painting the interior pantry walls and floor – Tom and John will start on the walls this week.
- a. The new maintenance man will paint the floor.

NEW BUSINESS:

1. Maintenance person – Ron Kryc, the new maintenance person, started today. He will work 2-5 hours per week.
2. Sewer back up in church basement on Saturday 2/10 – Jim Stadel, Carol Leyshock, and John Irwin came to the church to deal with it. Roto-Rooter was able to clear the blockage (suspected cause was paper towels flushed down a toilet). Belfor did clean up and disinfecting. Carol will put a binder in the church office for after-hours emergency contacts and vendors. John suggested replacing the paper towel dispensers with blow dryers. Carol will research costs for the dryers and electrical hook up.
3. Sorority/fraternity volunteer service proposal – A sorority has offered to do volunteer service at the church on March 24. Tom suggested they could clean and condition the sanctuary woodwork or wash windows in the Fellowship Hall. Tom, John and Steve will be available.
4. Corporate Cleaners – Carol and Tom met with the account manager on 2/7 and complained about the lack of detail cleaning. They will address the issue with better oversight and increased cleaning hours and will send in a crew to do thorough detail cleaning of the whole church at no extra cost.
5. Ice on sidewalk on S side of church – This appears to be coming from a church drain pipe. Carol will ask the snow removal service to make sure they take care of this area.
6. Parking lot asphalt quotes – Tom's been communicating with Ann Arbor Asphalt to get new quotes following the foundation repair work. The owner is out of town for the winter. He'll follow up in the spring. Two other companies will also be contacted for quotes.
7. Roof leaks were again discovered today over the medical loan closet.

RENTALS:

1. Ann Arbor Symphony Orchestra rental inquiry – The rates of \$125 for sanctuary use, \$60 sexton fee and \$200 cleaning fee were provided to the A2SO. They confirmed that the food consists of cookies, coffee and water. They will decide by mid-March whether they wish to rent from us.
2. UM School of Nursing – \$34,800 has been paid. This is the rent for the full year. Ron indicated they are very pleased with our venue. This is year 2 of a 5 year grant.
3. One on One – Brian Paton (member/attorney) sent a letter to One on One asking for payment. No response has been received yet. He plans to follow up.
4. Life Line Screening – They would like to rent the dining room again on 6/12/18. Facilities approved. It is not likely that either the dining room or restroom projects will begin by then.

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 6:31 pm.

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

Respectfully submitted, Carol Leyshock, Parish Administrator

Education Ministry Team Minutes February 7, 2018

Present: Jane Schmerberg-chair, Jan Eadie, Julie Feldkamp, Eileen Koprowski and Karen Samford

Not Present: Wanda Modica, Nancy Pieske, Diana Slaughter and Lily Tinker Fortel

The meeting was opened with Prayer.

Palm Sunday – Jan showed foam pieces they will use in Sunday school to make table decorations.

Lenten Mission Project – The Ruth Ellis Center would like easy to open, non-perishable food items. They especially want food that can serve as a meal, like easy-open mac-and-cheese, soups, tuna, or chicken. Other items like bars, crackers, fruit cups, snack boxes, are also welcome. The Sunday School students will make posters for the food donations. Jane will get something to Donna for the Refrigerator page that will help specify items needed.

As many schools are off the week between Palm Sunday and Easter we couldn't come up with a time to decorate cookies this year.

We will have a fund raiser April 22, perhaps a sub sandwich sale.

Scholarships – Information will go out in the March Visitor, applications are to be back by April 1st. Carol will collect them and get them back to EMT to make certain they are members etc.

End of the Sunday School Year – June 10 will be the last Sunday, we will have a picnic in the back yard.

Education Ministry now has a bin for plates, cups etc.

Karen will get the dates for the Youth Mission Project Fund Raiser and Sunday School End of Year back yard picnic on the church calendar.

The meeting was closed with the Lord's Prayer.

Next meeting will be March 7th.

Submitted by Karen Samford

Worship Ministry Team Minutes

Thursday, January 18, 2018

Present: Caroline Ashenfelter, Harriette Ehnis, Pastor John Kennedy, Gary Rogers, Jennifer Vasquez, Tom Zieseemer

Absent: Arianne Abela, Sue Buday

Old Business

1. Tom Z. reports that the Living Nativity animals have already been booked for 2018. Midnight Madness has been scheduled for Friday, 11/30 so we can plan for that date this year. Signs that were purchased for the 2017 L.N. can be reused and the date can be changed. There were \$140 in donations that were received and those will be put toward advertising the event in 2018.

New Business

1. Numbers were down for the 7:30 service, likely due to the timing of snowfall. Both the 5 and 11pm services were equal or better to previous years' attendance. Looking forward to the 2018 Advent season we should contact Arianne to see if the harpist and brass quintet have already been booked. Pastor John would also like to investigate whether the brass would be willing to play outdoors or at an entrance to the Sanctuary in order to help greet service-goers. Tom Z. also brought up the current tree being used in the Sanctuary and whether or not we need to start planning for something new/different in future. It takes a great deal of effort (scaffolding and manpower) to get the tree up. We will keep this in mind but will not look to secure funds or ideas for a new tree at this time.
2. ONA update from Harriette and Jennifer to address the anniversary of the ONA vote made by the congregation. The ONA council would like to have the congregation read the covenant aloud during the service on May 20th. Ben Hollenback will be returning on February 11 to give another talk about how to move forward as an ONA church and to have small group conversation. ONA is also looking into planning a movie night in April.
3. Lent begins February 14 on Ash Wednesday. Pastor John has arranged for several guest ministers to give sermons while he is recuperating from surgery. Lily will take care of the noon service on Ash Wednesday and there will be no evening service at BUCC. Members will be given information on the service to be held at First Presbyterian. Maundy Thursday service for the past 3 years has been a small intimate service that has included a food washing ceremony and traditional foods provided. Discussion led to the idea of a Seder meal that could be served in the Fellowship Hall and that Lily and the youth could be included in that plan. Pastor John would like to contact some members of the

Interfaith Council and research this idea more. Pastor John would like the Good Friday service to remain a Tenebrae service. Discussion regarding Palm Sunday and Easter services did not take place this evening.

4. Arianne's Farewell Celebration is scheduled for the 21st following the 10 o'clock service. Lily has spearheaded a group from choir, Fellowship and Worship to make sure a proper send off is provided. Announcements have been made regarding monetary donations, memory cards and the reception following the service. A suggestion was made to include in the Children's Moment an acknowledgement of Arianne's departure; Pastor John agrees.
5. The interim Music Director position has been filled by Thomas Burton and he is to start following January 21st. Pastor John hopes to have the position filled permanently by May. Pastor John is going to put together an advisory committee of 5-7 people. He has already asked Gail Jennings to be a part of that group. Other suggestions were made and he will be contacting people to form the group. A new job description will be drawn up and posted.

Closing Prayer

Meeting closed at 8:55pm.

Next Meeting February 15, 2018 at 7pm.

Respectfully submitted by Caroline Ashenfelter

Member Care Ministry Team
Meeting Minutes
2/20/18

Members present: Jenny Foster, Mary Jean Raab, Jacquie Katz, and Judy Coucouvanis

1. We opened the meeting with a Devotional and prayer.
2. We reviewed the Roles and responsibilities of the Member Care Team as outlined in the Bylaws
3. We discussed that our team's activities must support the Core Values and Covenant of Welcome adopted by BUCC.
4. We reviewed Member Care team's accomplishments in the last three years and Mary Jean gave insight to many of the items which was very helpful. It was suggested to review attendance on a quarterly basis even though we will receive monthly reports. The question arose about how the previous team connected with members who have not been attending for 3+months. We discussed that we would like to put a process in place to follow up with people. We plan to discuss this in more detail at our next meeting.
5. We discussed what current caring ministries are taking place at Bethlehem.
 - Jenny contacted Dindy and was added to the Prayer Chain email list. Jacquie and Mary Jean are already on the distribution list.
 - Vickie Hoxie has been coordinator for Bethlehem Friends in Ministry. Jenny will touch base with her to understand the function of that group.
 - Care Meals (time and talent forms) - Mary Friend coordinated this for the previous team. We would like to continue doing this. Meal Train seems to be a great tool to use for meal sign ups.
6. Ideas from the previous Member Care Team were listed on the agenda. We did not go over each item but we will circle back to them as we determine our goals for the year.
7. Action Items
 - Recruit 1 - 2 more people. Jenny will approach Steve Schwartz about joining the team. (Steve declined) Jenny asked for recommendations, for names of other potential members, from the group.
 - Determine where the Care Notes display can be relocated.
8. The meeting ended at 8:25 pm with the Lord's prayer

Next meeting scheduled March 19th at 4:30 pm in the Library. Please let Jenny know if you have any agenda items or if you would like to share a devotional.

Submitted by Jenny Foster, Chair

BUCC Outreach Ministry Team
Meeting Notes
March 5, 2018

Attendees: Roy and Sue Muir (hosts), Mary Jean Raab, Laura Seyfried

Outreach Volunteer Activities and Donations – master list for BUCC in progress

- How can we gather information about individuals' volunteer activities to increase engagement beyond the three funded agencies' opportunities? Utilize weekly email?
- Encourage BUCC members to volunteer for activities they are interested in personally and share their experiences with others to build stronger volunteer base.
- Add United Way of Washtenaw County's Volunteer Center web site link to the OMT web page; <http://www.volunteerwashtenaw.org>
- Increase numbers of volunteers engaged in Food Gatherers Community Kitchen activities; create new sign up sheet to post on bulletin board and on web page; ask if FG provides a volunteer training for those who want more info before signing up

Funding Conversation Continued...

- Additional OMT funding; the 2018 plan
- Continue to engage agency partnerships based on mission alignment for funding and volunteer activity opportunities; Food Gatherers, IHN at Alpha House and Peace Neighborhood Center; \$7,000 will be split 3 ways in 2018
- Investigate rebuilding opportunity with the Evangelical Homes of Michigan; possibly partner with Member Care Ministry team; learn about special funding and volunteer activity opportunities through presentation by EHM reps at near future OMT meeting; participate in EMH faith-based community nursing survey

Sharing Outreach

- Visitor page feedback - positive overall, continue using this format
- Refresh look of OMT web page, add more activity information and communication
- Partner agency presentation -April, IHN at Alpha House
- Social media ideas?

Next meeting Monday, April 2, 2018, off site

Closing

Submitted by Laura Seyfried, OMT
March 7, 2018

Outreach Ministry Team February 7, 2017 Meeting Notes

Attendees: Jane Nicholson Schmerberg, Eileen Koprowski, Jamie Dylenski, Mary Jean Raab, Roy Muir, Sue Muir, Laura Seyfried

*Thanks to the Education Ministry Team for moving up their meeting time in order to join our meeting

Discussion: OMT members will “divide and conquer” to create a master list of outreach activities planned by BUCC ministry teams, small groups, circles, individuals and families in 2018; also get idea of number of volunteer hours served

- Sue Muir - Fellowship Ministry, Women of Bethel, Holy Rollers, Prayer Shawl Group, Mothers Study
- Mary Jean Raab - Member Care, Worship
- Roy Muir - Veterans Group
- Lily - Youth and Young Adults
- Jane Schmerberg - Education, Welcome
- Laura Seyfried - Outreach Ministry
- Jamie Dylenski - church office staff (UCC 5/5)

Shared Lily’s idea of the volunteer time tracking thermometer with team

A long, heartfelt discussion of BUCC’s outreach budget between all OMT members which will be ongoing

- equally divide available funding between 3 organizations; Peace Neighborhood Center, Food Gatherers, and Alpha House IHN because we also have volunteer engagement with them
- considering request of additional funding for an addition organization (possibly SafeHouse or maybe a new choice like Evangelical Homes of Michigan)
- planning to invite finance ministry representative to a future meeting to learn more about the future of the outreach funds (as well as the original intention of the previously donated outreach funds)

Question regarding improving the OMT web page was presented; suggestions:; include contact names and info for each outreach activity; more photos; reach out to Samford’s for help with updating web page; review other church pages for ideas

- Zion Lutheran Church - <http://zlc-aa.org/ministries/mission-core-ministry/>
- First Presbyterian Ann Arbor - <https://firstpresbyterian.org/mission/local-missions>

Suggestion made to have visible signage outside church for Ground Cover News; is this feasible, wanted?; if so, who could help make this happen?

Future OMT meeting dates: 1st Monday each month at 6:30pm; off-site meeting location TBD

Next meeting: Monday, March 5, 2018 at 6:30pm at the Muir’s home

Submitted by Laura Seyfried, Chair

Fellowship Minutes 2/4/18

Attendance: Jan Eadie, Sue Irwin, Kris Lovelace and Jane Ziesemer

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

1. February 13 – Hope and Hallelujahs at Connor O’Neals. Tom Ziesemer organizing with the help of the Wannabees.
2. March 25 – Palm Sunday Brunch – Spent much of this meeting reviewing last year’s brunch and assigning folks to help with this one.
 - a. Sue Muir will do the flier again, send it to Donna and post around church.
 - b. Jane will make sure sign up sheets go up for Sunday, March 4 and send info to Donna for the Refrigerator Page and the March Visitor. Jane is also buying the plates, plastic table cloths (5) and checking on flatware we already have. We have plenty of coffee cups and juice glasses. She’ll notify Karen Sanford (Friday church office) to make up 4 pitchers of water.
 - c. Paul Marshall is on hold with helping us in the kitchen as his mother is not doing well. Kris Lovelace will assist in his place. We are asking those who sign up for casseroles, etc. to bring them baked so we just need to keep them warm.
 - d. Debbie Belcher is on board to do pancakes again, however, there is a slight chance they may go to Texas that weekend depending on air reservations. We will just do without pancakes if she is not available. I have asked her if she could still supply table games for each table. Everyone seemed to really enjoy both last year. Pancakes will be served from a table just outside of the kitchen instead of the serving window.
 - e. Jan Eadie will take charge of the set-up that morning. We want to make 35 cups of decaf and full pot of regular. We will only put a placemat at each spot with napkins and flatware at the end of the serving tables. Seven to a table with 16 tables. Serving table should have two spoons per casserole if possible for serving.
 - f. Sue Irwin will buy the juices – 2 of each - Apple, Sunny Delight and Juicy Juice Berry Blend.
 - g. Sunday School children will provide center pieces as they did last year.
 - h. We will have a freewill offering – Ruth Ellis Center for LGBTQ and Marginalized Youth. The Sunday School Lenten Project is focusing on easy open non-perishable foods so they may look at promoting the collection for that Sunday. We will also have a basket for money.
 - i. Clean-up – so far- Jane & Tom, Kris & Scott, Jan & Joe, John Irwin, Sue & Roy. Will ask others as well.
3. May 6 - Fiesta Taco Bar Brunch – We will plan this at our next meeting. I mentioned to Katie Rowan and Lily to think about having the cake auction at the same time.
4. We are still keeping our ears open for good movies to show at church combining a pizza dinner with a movie.

Meeting was adjourned around 12:15 Our next meeting is Sunday, April 8 at 11:20. Please mark your calendars.

Submitted by Jane Ziesemer, Chair

Bethlehem United Church of Christ
Youth and Young Adult Ministry Team Minutes
Summary from
Jan. 9, 23
Feb. 6, 20
Mar. 6, 2018

Present: Katie Rowan, Lily Tinker Fortel

Youth Group

Youth Group has been meeting regularly on Thursday evenings. They have discussed Visions and Dreams in January, made care packages for Bethlehem and Peace Neighborhood Center college students, and had an outing to the Whitney Farmstead for learning about and sampling maple syrup. Some youth also participated in the Women's March.

Family Fun Night

Several families have attended Family Fun Nights for dinner, crafts, and movie in Jan. and Feb. Due to spring break, there will be no March Family Fun Night.

Young Adult planning

An email list was compiled of college age and 20 - to- 30 - something year old members. A survey was sent to get feedback about possible activities. A brunch and trip to the movie "A Wrinkle in Time" is planned for March 18 after church and is open to all ages.

Building the Youth and Young Adult Ministry Team

We did some brainstorming about adding additional members to our team and hope to extend invitations to prospective team members soon.

Habitat Trip planning

An initial planning meeting for this year's Habitat trip was held on March 4. It was decided that the trip will be open to participants 14 - adult and will be a long weekend / 4 day trip within the June 19 - 29 window. Flint, Kalamazoo and Detroit are potential sites. The cake auction will be held on Sun. May 6.

Submitted by Katie Rowan, Chair