

**Bethlehem United Church of Christ
Congregational Meeting Minutes
January 28, 2018**

Attendance 61 (Quorum is 25)

The meeting was called to order by President Sue Buday.

An opening prayer was offered by Pastor John Kennedy.

- **A motion to accept the agenda as distributed was approved.**
- **A motion to accept the minutes of the January 29, 2017 Congregational Meeting was approved.**
- **A motion to accept the minutes of the April 30, 2017 Special Congregational Meeting was approved.**
- **A motion to accept the minutes of the August 13, 2017 Special Congregational Meeting was approved with the correction of the spelling of Payeur in the last paragraph.**

Nominating Committee - Cresson Sloten, representing Della DiPietro, chair and member Kathy Warner thanked the effort and time of those leaving positions, Sue Buday-President, Jan Burnham-Member Care, Mike Haab-Cemetery Board, Paul Marshall-Cemetery Board, Jane Conlen-Finance and Isaac Wilcox-Youth. Cresson then presented the slate of nominations for open positions.

- **A motion to accept the slate of candidates as presented was approved.**

Sue Buday thanked those leaving offices and those coming on.

Proposed General Operating Budget for 2018 -

Jeff Wortman acknowledged the other members of the Finance Ministry team, Ken Tappe and Mike Haab. He then presented the proposed 2018 General Operating Budget.

Comments from the Congregation:

In the past there was an effort to tithe our offerings to outreach, this budget provides no outreach from offerings – Finance will take this into consideration, currently funds given to the church for outreach are being used for that purpose and this will challenge congregation to make up the difference. Pastor John and other members mentioned several examples of outreach not included in the outreach line item, including the Living Nativity.

An explanation of the McKay Funds was requested – The church receives the income from the funds. The principle does not belong to Bethlehem.

Along with praise for the great job Finance has done on the budget, it was pointed out that while expenses are greater than income, we have a way to cover the difference and therefore it is not actually a deficit budget.

It was suggested those not meeting their pledge be contacted. Another suggestion was, if pledges are often not met, it might be better to use a lesser amount for that income line in the budget.

Sue thanked Jeff and the Finance Team

- **A motion to accept the general operating budget for 2018 as presented was approved.**
- **A motion to adjourn the meeting was approved.**

The meeting was closed with Lord's Prayer.

Respectfully Submitted, Karen Samford, Secretary

Leadership Council Meeting Minutes: March 13, 2018

Present: John Samford – President, Julie Feldkamp, Kris Lovelace, Ron Dechert – Vice-President, John Kennedy, Sue Wortman, Shannon O'Reilly, Judy Coucouvanis

- **Pastor John opened the meeting with a prayer**

- **Meeting Minutes from 2/6/18**
 - A motion to accept the minutes from the last Leadership Council meeting, held 2/6/18 was approved.

- **Remarks from the President**

- **Agenda Review**
 - The agenda was reordered slightly

- **Pastoral Report from John**
 - John stated it was good to be back after having had back surgery.
 - Church staff have been busy working toward Holy Week
 - Sunday, March 18 there will be 5 people joining the church and another person will be joining in a few weeks.
 - John explained that Lily would like to pursue the UCC process of becoming a Member in Discernment (MID). Her application into this program requires, among other things an interview/discussion with her church's executive board and this board's approval. Leadership Council called Lily into our meeting and talked with her, asking questions regarding her application to become a MID. Once LC completed our discussion with Lily she left the meeting and Council passed the following motion:
 - **Whereas**
 - Lily Tinker Fortel has presented a compelling case that she is called to seek ordination in the United Church of Christ
 - She has been a valued member of the staff of Bethlehem United Church of Christ for nearly a year as Minister of Spiritual Growth & Development
 - The Church and Ministry Committee of the Michigan Covenant Association requires a letter of endorsement from a church's executive body to take an individual into its Member in Discernment process
 - Be it resolved that the Leadership Council of Bethlehem United Church of Christ heartily endorses Lily Tinker Fortel to proceed with the Member in Discernment process towards ordination in the United Church of Christ.

- **Report from the LC Retreat Taskforce Chair, John Samford**
 - Camp Talahi - \$600/day – not available on the day we want
 - Disciples of Christ Church, \$125.00/day

- John will continue exploring locations and LC will be contacted to authorize the proposed location prior to any decisions made.
- **Rental of gym to John Rotche**
 - After discussion regarding a proposal to rent the church gym which Carol received from John Rotche, a local businessman, LC agreed that Carol should make a counter proposal to Mr. Rotche, since his original proposal is lower than our set rental rates. Council decided to have Carol offer Mr. Rotche a price of \$2,000 if his group does not want to sign a year lease. If he agrees to a year lease this price would drop to \$1,750. If this offer is not acceptable to Rotche Carol will come back to Council before making a final decision.
- **First Floor restroom project**
 - Kris presented a very clear and detailed project spreadsheet, outlining materials, labor, and incidentals for modernizing and remodeling the women's restroom on the first floor, opposite the church office.
 - After discussion, it was agreed to bring before the congregation a recommendation to approve up to \$23,000 to renovate the first floor women's restroom. See item #2 in the motion below regarding items to be included in the Special Congregational Meeting to approve the Annual Report.
- **Setting the Date of Congregational Meeting to approve Annual Report**
 - Discussed possible date for next Congregational Meeting to approve our Annual Report
 - The following motion was proposed and passed by Leadership Council:
 - Be it resolved Leadership Council calls a Special Congregational Meeting to be held after worship on Sunday April 15, 2018 with two items of business
 1. Accepting annual written reports from the various reporting bodies of the church
 2. Accepting a recommendation from Leadership Council to approve the use of undesignated/restricted funds of the investment account to pay up to \$23,000 to renovate the first floor women's rest room across from the church office
- **Items postponed for next LC Meeting**
 - Brief reports from any Ministry Teams liaisons
 - Amendment to Bylaws making past President an ex officio Council member without vote
 - Revive team to take action on rentals
- **Meeting closed with the Lord's Prayer (8:40PM)**
- **Next meeting will be Tuesday, April 10, 2018, 6:00PM**
- **Minutes submitted by Susan Wortman, Secretary**

Finance Ministry Meeting Minutes – March 15, 2018

AGENDA

- 1) Call to Order at 7:05, Attendees: Jeff Wortman, Mike Haab, Ken Tappe, Karen Samford, Shannon O'Reilly and Jim Goforth (Cemetery Board)
- 2) Review of Investment Account by Bank of Ann Arbor – Steve Seymour our Investment Advisor and Jena Agler, the Bank of Ann Arbor Trust Officer for the Bethlehem Accounts met with the Finance team as part of a regular review process (at least annually) to discuss the Investment Account and the Cemetery Accounts. They recommended and we agreed to stay with the Global Total Return Income portfolio which is a moderately conservative portfolio which they will adjust based on market conditions and opportunities. Last year was exceptional with total gains, dividends and interest at \$136,732. 2018 has a positive outlook for good market returns although volatility is expected to be much higher with lower returns in 2019 and beyond. Steve oversees the management of our investments while Jena helps manage our account from an administrative perspective. Jena is our main contact for account statements, withdrawals/deposits, and account authorizations. Jeff Wortman and Ken Tappe remain as the two individuals from Bethlehem that are authorized to direct BoAA to make withdrawals to the Bethlehem checking account.
- 3) Review and Approval of last month's minutes. – January and February meeting minutes were approved.
- 4) Financial Review for last month – all reports were reviewed and accepted without revisions. No significant issues were raised or discussed
- 5) Reconciliation for last month – Ken completed the reconciliation for January and February
- 6) Leadership Council Update
 - a) Capital Spending Decisions and Plan for 2018 – The Women's Restroom project will be presented to the congregation for approval on April 15 with estimated cost of \$23,000. Concerns were expressed that delays with the Phoenix project are also delaying use of funds donated to get air conditioning in the sanctuary. There was a request to consider separating the projects in order to meet commitments made to have AC in the sanctuary by this summer.
 - b) Update on Rental of Gym to John Rotche for youth mentorship program, up to \$18,000. A few days after the meeting a contract was negotiated and signed for 12 months at \$1750/month with total income expected to be \$21,000. This will be of great assistance in reducing the 2018 operating budget deficit
 - c) Rental Income & Management Plan
 - i) Request for a representative from Finance – Ken Tappe has agreed to fill this role with the understanding that this involves establishing guidelines, process/procedures and rates for rentals in the building. It does not include day to day rental management requirements and issues.
- 7) Unbudgeted Funding Requests – none at this time although one is expected for the women's bathroom renovation on the Fifth Ave. entrance.

- 8) Plan required to review and establish a plan for the Alternate Worship funds. – a request has been made for Pastor John and Caroline Ashenfelter (Worship Ministry chair) to meet and discuss and decide on whether to move the funds in the Alternate Worship Fund to a new fund to seed new activities for Spiritual Growth and Development.
- 9) Planning and Implementation of a new fiscal year
 - a) Coordinate with church program calendar (I.e. June-June, July-July, etc.)
 - b) Scope? - Operating Budgets, Stewardship?, Annual Reports, Annual Meetings
 - c) Implementation Target Date
 - d) Develop a master plan in conjunction with Leadership Council – justifications and specific actions & timelines
 - i). Who to prime from Finance?

The discussion at this point focused on timing of the implementation. It was decided that there was not enough time to effectively implement the change this summer. Our plan at this point is to target the summer of 2019 for the change. We will finish out the 2018 fiscal year as planned expecting to set a 6 month operating budget in January of 2019. We will then set an annual budget in the spring of 2018 that will coincide with the program year for 2019-2020 expecting that our fiscal year will start and end in the summer, probably around July 1.

Several annual church events need to be reviewed as part of this process including Stewardship, Annual Reports and Annual Meetings. Should this change affect election of Church officers and Ministry Team chairs? Stipulations in the by-laws may also need to be revisited.

More details and a plan will be formed over the next few months

- 10) Setup Reviews of Finance Procedures and Budgets with Ministry Team Leaders (especially the new ones) – Karen & Jeff to address this in the near future as Karen has fully retired from U of M.
- 11) Changes to current financial reporting (have discussed with Betty after she returned)
 - a) Breakout on the Balance Sheet as previously discussed – Betty indicated this will not work with ASC reporting. Requirement dropped
 - b) Transfer of the Investment Fund breakout spreadsheet and report – in process, quarterly report. This was included in the monthly reports from Betty. Thanks
 - c) NEW - One Sheet Dashboard on available funds - This was dropped as this required manual preparation of a report.
 - d) NEW - Annual Cash Flow Overview Covering all Funds – Betty is working to address this. The benefit of this report is that will give Bethlehem a much better perspective of church funds and spending than just the operating budget. As an example last year the church operating budget had a deficit of \$88,527 but overall the balance sheet was positive by \$88,308. Betty is working to build a 2017 version of the report which will be used as the example for year- end 2018.
- 12) Process Reviews
 - a) Need a process that makes it clear Bethlehem will only pay for services agreed to in writing, and that payment for services must be authorized and approved before work begins and payment occurs. There should be no after the fact surprise invoices for unapproved expenditures. This was generally agreed to however church staff made request was made to have someone to provide the proper legal language for such a document. – This was taken care of by Carol Leyshock and the addendum is in place to be used with all future project contractors

13) Alternative Meeting Days – no alternate dates are required

14) Next Monthly Meeting Date – April 12th, 2018 at 7pm

15) Meeting Adjourned with the Lord's Prayer at 9:10.

Submitted by Jeff Wortman

Finance Ministry Meeting Minutes – February 8, 2018

AGENDA

1. Call to Order 7:10 pm, Attendees: Karen Samford, Mike Haab, Shannon O'Reilly, Jeff Wortman
2. Review and Approval of last month's minutes. *Approved with corrections*
3. Financial Review for last month - financial reports are not ready as Betty Clark has been out with the flu for an extended period.
4. Reconciliation for last month – Ken is on vacation, so this is deferred
5. Leadership Council Update
 - A. Capital Spending Decisions and Plan for 2018 - *Leadership council is still working in this, No final decisions at this time.*
 - B. Rental Income & Management *Nothing has been decided at this time*
6. Unbudgeted Funding Requests – no requests received
7. 2018 Budget Review
 - A. Questions and clarification on the final presentation or any aspect of the 2018 Budget - *Jeff identified a couple of corrections and handed out a revised document. This moved into an educational discussion to help bring Mike and Karen up to speed on various reports and the investment account and funds*
 - B. Looking for a better term for “deficit” *Gap? Shortfall? To balance? Faith challenge? This remains an open issue to be decided. The general operating budget did and does have a deficit or shortfall but overall Bethlehem had a balance sheet that increased in 2017 which technically means we did not operate at a deficit. Historically we have focused statements on the Operating Budget which may have created a misleading focus Reviewed Jeff's cash flow report which shows how much we really took in during the year. The deficit is really in the operating budget line. Jeff has since started work with Betty Clark to build this report for 2017 and incorporate it into 2018 reporting*
 - C. Concerns expressed over Outreach budget - *At the Congregational meeting a concern was raised maybe we don't fund Outreach to the level that some members think we should. It was agreed that the amount in the operating budget line item does not take into account all the Outreach activities that go on throughout other groups/areas in the church (Mckay Funds, GroundCover, Denominational Giving which is primarily Outreach, One Great Hour of Sharing, Warm Blanket, fund raisers and donations by youth/mission trips, Women's Fellowship and many other sources)*
 - D. Pledges, shortfall analysis - *issue may be bigger than we thought due to some paying more than their pledge for the year. A request will be made of Betty to do an analysis to understand the extent that this may be an issue.*
8. Setup Reviews of Finance Procedures and Budgets with Ministry Team Leaders (especially the new ones) *Karen has offered to go talk to the ministry chairs to review the procedures and get them up*

to speed on the process for requesting funds, especially unbudgeted funds requests. Jeff will work with Karen to meet the various groups after Karen's retirement in March.

9. Discussion on possible changes to current financial reporting (preliminary, as Betty is out sick)
 - A. Breakout on the Balance Sheet as previously discussed *Break out the General Checking account to reflect that this is the operating checking and the Memorials & Gifts checking account. Also, the line item that says "excess cash received" is really retained earnings and maybe this line needs to be called something else. Jeff will talk to Betty.*
 - B. Transfer of the Investment Fund breakout spreadsheet and report. This process has started with Betty
 - C. NEW - One Sheet Dashboard on available funds – to be reviewed with Betty
 - D. NEW - Annual Cash Flow Overview Covering all Funds - to be reviewed with Betty

10. Start to Build a Plan to Shift the Fiscal Year
 - A. Ideas – timing, what needs to be done, what to take to LC & Congregation
Need clear justification and specific actions & timelines
Due to Time constraints this topic was deferred to next month with a higher priority in the agenda

11. Process Reviews
 - A. Need a process that makes it clear Bethlehem will only pay for services agreed to in writing, and that payment for services must be authorized and approved before work begins and and payment occurs. There should be no after the fact surprise invoices for unapproved expenditures. *Facilities has some new policies in their minutes – but it does not address whether the vendor will sign off that they will adhere to our new policies.*

12. Next Monthly Meeting –*March 15, 2018 at 7 pm*

13. Meeting Adjourned at 9:10 with the Lord's Prayer

Submitted by Jeff Wortman

Finance Ministry Team

Meeting Minutes – January 11, 2018

Meeting called to order at 7:05. Attendees included Jeff Wortman, Ken Tappe, Mike Haab, Karen Samford, and Shannon O'Reilly.

December 2017 monthly reports for the year end were reviewed. We were pleased that offerings picked up substantially in December. At the same time expenditures for the year were significantly less which improved and reduced the forecasted shortfall by roughly \$14,000. The budgeted shortfall was \$102,565 with the actual shortfall gap coming in at \$88,527.

Reconciliation – Ken completed reconciliation for the last month. Over the next month or two Ken wants to investigate some delays in cashing issued checks.

The Investment Fund Report for 2017 was distributed with earnings allocations noted for each of the five parts of the fund. Although some funds have been committed for the budget shortfall and other projects like the Phoenix assessment, they are not yet reflected in the fund balance. Given our current cash balance it was agreed to hold off on further withdrawals this month.

Finance Ministry held a meeting with all Ministry Teams and Leadership Council members on January 6th to review all ministry team budget proposals. Reviewing the total budget as submitted and individual budget provided guidance to help decide the 2018 budget. Participation was very good. Discussions helped to sort out the purpose or plans for expenses, unnecessary expenses and some oversights in the budgets. With final input from the team and final offering/pledges Jeff will build the proposed budget and presentation for approval by Leadership Council and the Congregation at the end of the month.

A motion was made to repurpose and rename the Alternative Worship fund in Memorial and Gifts for to the Spiritual Growth & Development Fund to support those related activities. The Alternative Worship Fund had not been used for a few years and there was no apparent future plan for alternative worship. Spiritual Growth and Development is a new key focus area and is one area that Lily Tinker-Fortel was hired to develop. (note: subsequent to this meeting it was determined that the Worship Ministry was not at the budget meeting when this was proposed and that the team had no input on the proposal. The funds will stay where they are for now. A meeting is required with Pastor John and Worship, after Pastor John's surgery, to review possible plans for the funds in the Alternate worship fund)

Meeting adjourned at 9:10 with the Lord's Prayer.

Respectfully submitted,
Jeff Wortman
Chair, Finance Ministry Team

Facilities Ministry Team – Bethlehem UCC

Meeting Minutes of March 12, 2018

Present: Steve Darr, John Irwin, Michelle Loukotka, Ron Dechert (LC liaison), and Carol Leyshock

Absent: Rev. John Kennedy and Tom Ziesemer

The meeting was called to order at 5:00 pm. The 2/12/18 minutes were approved with no changes.

FEBRUARY FINANCIAL REPORTS:

There was one large emergency repair: \$907 for boiler pipe leaks and radiator valve adjustment. Snow removal expenses were at 94% of budget and will go over with March expenses. The Parsonage Renovation Fund still shows a negative balance. Carol will ask Betty to transfer \$2,021.28 from Property Improvement in order to bring the parsonage fund to zero.

OLD BUSINESS:

1. 2017 - 2019 Capital Projects – The Leadership Council at its 2/16/18 meeting reiterated its 3 renovation priorities: 1) Fellowship Hall, 2) 1st floor restrooms, 3) 1st floor hall and landings. They have not done anything further with the project spreadsheet that had been prioritized by the Facilities team.
2. 1st floor restroom renovations – Facilities reviewed Kris Lovelace’s proposed project plan and budget for the 1st floor women’s restroom. Facilities recommends that her estimate of \$23,000 be used as a basis for requesting congregational approval for this project. No plan or budget have been prepared for the men’s restroom yet.
3. Phoenix Construction/Dining Room Renovation – Steve will be meeting with Mark Hiser and the architect and will then schedule a meeting with Phoenix, the Leadership Council, Finance and representatives from Facilities.
4. Project cost overruns – contract addendum – Facilities approved the language in the contract addendum prepared by Carol. They recommend that this addendum be included with any vendor contract or approved proposal.
5. Boiler pipe insulation – This still needs to be installed. Steve plans to do it.
6. Vedder Electric work:
 - a. Inoperative light fixture in stairwell near 4th Ave canopy door – Vedder will repair it.
 - b. Vedder installed a new light and replaced the old light in the pantry storage room.
7. Painting the interior pantry walls and floor – Ron Kryc painted the ceiling and finished painting the walls. He will paint the floor next and will also repair the ceiling around the replacement light fixture.
8. Sewer back ups and installing a hand blow dryer – The restroom supplier recommended a different paper towel that is more biodegradable. Facilities will consider this option after the representative brings samples.
9. A list of emergency contacts and vendors is now in the main office. The contact list was also sent to Groundcover.
10. Sorority/fraternity volunteer service proposal – A new date was scheduled for the group to come and do a clean-up project at the church: April 6 at 5:00pm. Tom and John I will be available to supervise.
11. Corporate Cleaners – The daily and weekly cleaning schedules were revised to address quality issues.

12. Roof leaks over medical loan closet and men's sanctuary level restroom – Butcher & Butcher is aware of them and plans to come out and fix them. Carol will follow up with George Frisch.

NEW BUSINESS:

1. Parsonage repair requests – Carol distributed a spreadsheet of numerous repairs that are needed. Many of them are related to the window caulking done previously and the need for additional insulation. Carol will contact Randy for most of the items and Jim Stadel for the more minor repairs.

RENTALS:

1. Rental task force – Leadership Council requested a representative from Facilities to be on the task force. Facilities selected Tom and Carol.
2. Ann Arbor Symphony Orchestra rental inquiry – We're still awaiting a response about whether they wish to use our facility. They said they should make a decision by mid-March.
3. One on One – They have paid the \$2,000 past-due rent. A few keys still need to be returned.
4. Gym rental inquiry – John Rotche has requested rental of the gym 15 hours per month at a rate of \$1500 per month. Facilities recommends accepting this rate.

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.
3. Parking lot asphalt quotes – tabled until Tom and the Ann Arbor asphalt guy are back from Florida.

The meeting was adjourned at 6:04 pm.

NEXT MEETING: Monday, April 9, 2018 at 5:00 pm.

Respectfully submitted,

Carol Leyshock, Parish Administrator

Worship Ministry Team Minutes

Thursday, March 15, 2018

Present: Caroline Ashenfelter, Thomas Burton, Harriette Ehnis, Pastor John Kennedy, Gary Rogers, John Samford and Jennifer Vasquez

Absent: Tom Zieseemer

Old Business

1. ONA Recognition Sunday is planned for May 20th. ONA committee is hoping for a statement of dedication be read during the service, perhaps in the form of the whole congregation reciting the ONA pledge in unison. They have also requested the service and sermon to be crafted around acceptance and where our congregation is on the journey. Pastor Kennedy suggests having several testimonies read throughout the service in lieu of a sermon. Harriette and Jennifer have asked Thomas to have the music tie into the theme. Immediately following the service the congregation will be asked to come outside to the front of the church and have a group prayer to dedicate the plaque. Coffee hour will then be served on the front lawn (weather permitting).
2. Maundy Thursday service will look the same as the last few years. Harriette and Michelle Loukotka will take care of set-up and purchase of food items necessary. If any youth will be attending we could see if they would like to read scriptures. Alison Prost will be providing a solo piece during the service. Pastor Kennedy would like to see if Gail and possibly a violin player could be present to provide music for the gathering period and communion.

New Business

1. Easter Sunday will include the procession to re-dress the altar and chancel with the items removed for Good Friday (Caroline will be finding participants). Thomas has the orchestra, brass and extra singers all set. Handel's Messiah will be performed at the front of the church at the end of the service. Have the different sections split apart to allow the congregation to find their part more easily (perhaps have signs for one section leader to hold?). Sunrise service will be at 7am at the cemetery. The signs have been posted. Jim and Sherri Stadel will be taking care of the set-up, Caroline will be providing refreshments and Mary Friend will be assisting. The memorial garden will be used for the refreshments and the intersection that is adjacent to the garden can be used for chair set-up and the altar to allow for more room.
2. Pastor Kennedy would like to have readers available for both the noon and 7pm services on Good Friday. There are 7-8 readings that he would like to have different

voices for. Harriette has agreed to start recruiting readers, we could also post a sign-up and make an announcement on Sunday for volunteers. The handbells will not be playing on Good Friday, but are scheduled on Palm Sunday.

3. The office staff has requested the Labyrinth be moved downstairs to the gallery or landing so that it can be made available during Holy Week. Harriette will do some measuring to see if that is a possibility. Discussed setting it up prior to Palm Sunday?
4. Mother's Day...please continue to brainstorm for ideas other than the branches.
5. Several members of the team have requested to attend the ONA movie that is taking place on April 19th, would it be possible to alter our meeting time to allow for that? All members agree that an earlier meeting time of 6:30 could be accommodated. Some members may not be able to attend that early or at all based on the change.

Closing Prayer

Meeting Closed at 8:15pm

Next Meeting Thursday, April 19 at 6:30pm

Respectfully submitted by Caroline Ashenfelter

Worship Ministry Team Minutes

Thursday, February 15, 2018

Present: Caroline Ashenfelter, Gary Rogers, John, Samford, Lily Tinker-Fortel, Jennifer Vasquez
Absent: Thomas Burton, Harriette Ehnis, Pastor John Kennedy

Old Business

1. All feedback from Arianne's farewell party was positive. The mug did arrive and was forwarded to her personal address.
2. Pastor Kennedy was not able to assemble the advisory committee for the Music Director position prior to his surgery. Continue to follow progress in coming months.
3. The team had a discussion regarding how best to plan the Maundy Thursday service. Since no one heard anything from Pastor Kennedy regarding the discussion in January to have a meal that closely resembles a Seder, likely the plan will be something more similar to the last 2 years. Caroline will contact Pastor Kennedy to see if other plans have already been set in motion. Lily reported that the noon Ash Wednesday service had 21 attendees and she participated in the imposition of ashes for 7-9 people. The palms from last year could not be located so we need to make sure that several people are aware of their location this year so that they can be used for 2019 Ash Wednesday.

New Business

1. The prayer vigil for Good Friday is planned again this year. A sign-up will be posted.
2. A brief discussion regarding plans for Mother's Day on May 13th. Caroline is requesting any ideas for a different mechanism to hang the seed paper tags. The branches used last year provided a nice effect, however they need to be replaced each year.
3. Gary will be working the soundboard for Easter morning and Jennifer has volunteered Edgar to help out. Gary also brought up how Communion will be served since the orchestra and brass will be positioned at the front of the church. Caroline believes that Communion will be by intinction and it will be done at the back of the church under the balcony and by each narthex. The plan will be confirmed with Michelle Loukotka.

Closing Prayer

Meeting Closed 8:05pm

Next Meeting March 15, 2018 at 7pm

Respectfully submitted by Caroline Ashenfelter

Member Care Ministry Team

Minutes March 19, 2018

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

Absent: Sue Buday has been invited to join our team

Jenny opened the meeting with a Devotional

Old Business

Jenny reported that we will be able to use the wall area on the right side of the kitchenette door to hang the Care Notes display case and that we should put a sign on it that they are free. We may also use the bulletin board on the wall area on the left side of the door to display Member Care information and announcements.

We discussed which members we should reach out to either by mail or phone call and what time frame of inactivity to use. Mary Jane is going to work on sorting and/or classifying the list. It was suggested a letter should be sent to all church members introducing the Member Care team and informing the church members of our programs and learning opportunities. Jenny will check to see if an Easter letter is going to be sent out and if so, could our letter be included

New Business

Mary Jane reported on the Life Choices program we are sponsoring which will be held April 23, 2018 from 7:00 to 8:00 p.m. It will be presented by Evangelical Homes of Michigan. We discussed sending post cards to all members over the age of 50 as well as having it announced in the Visitor. Jenny will follow up with Donna regarding the list and post cards.

Jenny reported that she had been contacted by someone from Alzheimer's Association who would like to present an hour long program describing 10 early signs of Alzheimer's disease. They would like a minimum of 3 people and will provide information packets and also request we answer a survey. We discussed time and decided an early evening meeting in warmer weather would be best. No date has been set.

We discussed other ways we can show care for our members. It was felt that it is important to send cards to members who are ill or have recently had surgery. This information can be obtained from the prayer chain list or from prayer requests during the church service. Jenny is going to order cards. It was also mentioned we might help in arranging meals if needed. No decision at this time.

It was suggested we coordinate with Welcome Ministries and Bethlehem Friends to complement each others' activities and programs.

We will continue to search for additional members for our team.

Meeting adjourned at 6:20 p.m. , closed with Lord's prayer

Next meeting April 23 at 5:30 p.m.

Submitted by Jacquie Katz