

Congregational Meeting Minutes

April 15, 2018

- Meeting called to order by John S. 11:31
- Opening prayer by John K.
- Agenda accepted by no [complaints]
- Ministry team reports
 - Finance – Jeff Wortman
 - Correction to printed annual report
 - Page x Kusterer/Hutzel account totals switched
 - We ended 2017 in a better financial position than we started
 - More gifts
 - Investment returns improved
 - We have gift for air conditioning for sanctuary has not been spent
 - (Additional 500,000 beyond the budget?)
 - Year-end balance 1.4 million \$88,000 increase but off-set by sanctuary air donation
 - Looks like we will reduce our deficit due to rental income increases
 - UM nursing \$43,000 for the year
 - Basketball -
 - Last year – 40,000, this year 6x,000 coming in thank you facilities
 - Concerns about the principle the church has – please talk with Finance Ministry Team – don't want rumors suggesting otherwise
 - Worship Ministry Team – John S. for
 - Apologies Canceling sunrise service in cemetery on Easter
 - Welcome Ministry - Kurt
 - Canopy on front
 - Canopy on fifth ave. door
 - Welcome mats at entrances
 - Purchased ONA plaque & banner in sanctuary – these will be dedicated at a service this May in celebration of the passing of becoming ONA
 - Pretzels sale
 - Trying to get 12 new members per year as a goal
 - Education Ministry – Kurt for Jane
 - Plan for Louis Heissler corner in the sanctuary – a children's area for kids to take part in worship service – this project is underway
 - Member Care Ministry – Mary Jean
 - Thanks to Jan Burnham – chair for the first 3 years of this group
 - Statistical report created every other year. This report has been collected 2 times so far.

- Birthing of the Stephen Ministries – went to workshop and worked together
- Outreach Ministry Team - Laura
 - Aligning our understanding, both locally and internationally
 - 4 groups chosen, \$3500 to Alpha House, Safe House, Peace Neighborhood and Food Gatherers
 - Hope to get new volunteers with these groups or contact Outreach if you have ideas for other volunteer opportunities. Looking at Social Justice issues – people went to March for Our Lives – to hear about our wider mission.
- Fellowship Ministry Team – Jane Z.
 - Thanks to members and everyone here for helping make their events successful
 - If you have ideas for events please let Jane and Fellowship know
- Youth and Young Adult Ministry
 - Printed report not much but we know have chair Katie Rowen and they hope to continue to build this ministry
 - Quarterly lock-ins and an event once a month for youth
 - Sense of belonging – tee shirts “You Belong” – that’s what captured what students middle and high school feel captures what their about
- Facilities Ministry – Steve Darr and Tom Z.
 - Painting sanctuary and [?]
 - Jim Stadel – special thanks
 - New caretaker –
 - Trying to lower utilities costs – looking into cost and efficiency of solar energy
 - Thanks to Carol Leyshock
 - Capital projects – looking into bigger projects
- Review proposal for renovations of women’s first floor rest room across from the church office
 - Pastor John
 - strong church holding together during lots of change
 - [He looks at the church profile – should LC review that]?
 - Facilities list and prioritize sent to LC – low hanging fruit – smaller, cheaper items
 - LC wants to get improvements going – restrooms
 - John Erwin from Facilities
 - Presentation on women’s bathroom
 - Trying to be cost conscious
 - Don’t expect the need for a permit – this is an update
 - Expecting it to take approximately 3 weeks once the project starts
 - Kris explained some of the complications behind the walls of the restroom – granite wall behind
 - Questions:
 - Making the bathroom more accessible - this is the only option to provide an accessible bathroom

- Finance supports the project – would like to see contingency funds increase by an additional \$3,000. (Jeff) –
 - Door would be too heavy to be accessible – The power needed to have this is not included for this. There may be members willing to donate this. It would have to be approved. Would have to see what the door would cost. This price doesn't include running the electrical to be able to power a handicap door. \$450.00 would be needed to run the electric.
 - Maybe the cost estimate needs to be increased to make sure all these things are covered. If we want to expand the project we would need to
- Formal Motion: Motion to increase \$450 in electric for power. Spend up to \$26,450. This includes \$3,000 more in contingency. Contingency total would be \$4,450.
 - Discussion
 - Amendment: Change the bottom line not to exceed \$30,000 and include the inclusion of a push-button door.
 - A motion was made to accept the presented proposal to improve women's rest-room with funds not to exceed \$30,000.
 - 44 yes, 0 no
 - Motion to adjourn, seconded and unanimous.

Submitted by Susan Wortman, Secretary

Leadership Council Meeting Minutes: May 24, 2018 6:30pm

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

Guests: Jeff Wortman – Chair of Finance Ministry Team

The meeting opened with prayer lead by Pastor John

President, John Samford reminded those present that this meeting was to discuss next steps regarding the Phoenix Construction project. Leadership Council will also discuss the process taken regarding this project and identify procedures for any future building projects.

Brief History of how Phoenix Contractors were hired

- It was determined that significant work would have to be done above the ceiling of the Fellowship Hall in order to install sanctuary air-conditioning which was generously donated to the church. Facilities Ministry Team and Leadership Council agreed that since we were also in the process of collecting information on updating Williman Fellowship Hall it would make sense to bundle these 2 projects as part of this initial cost estimate.
- Three vendors were asked to submit a bid for the sanctuary air conditioning project. One vendor declined to bid on the project.
- Of the 3 contractors, only Phoenix was willing to bundle these 2 projects together, develop initial architecture drawings and handle project management in their estimate.
- In order to outsource project management and simplify the church's role both Leadership Council and Facilities agreed to hire Phoenix to develop an initial bid and vision for the work involved in completing both projects.

A discussion followed regarding how this project was managed and review lessons learned

- Consensus of the group was church leadership needs to come up with a written process for future projects

Possible next steps

- Complete the air-conditioning of the sanctuary and repair Fellowship Hall with temporary ceiling until we decide to make improvements to the Fellowship Hall sometime in the future
- Complete the air-conditioning and update Fellowship Hall in a modest way which would mainly include fresh paint and ceiling work.
- Work with Phoenix to see if there is any way to complete both projects by developing a long-term phased project which would require several years to complete. We are not sure if this is even feasible.

- Complete both the air conditioning and updates to the fellowship hall now; using money we currently have in Undesignated Gifts. This would allow the work to be started over this summer and the ceiling work necessary due to installing air-conditioning could then be included with the updates to Fellowship Hall.

A motion was made and passed by LC to call a congregational meeting on Sunday, June 17, 2018 after the 10:00 AM worship service in order to update the congregation on where we stand on project plans by Phoenix Construction and to seek a vote of continued congregational support regarding the direction of these and other future building projects.

Action items:

- John Samford will work with Ron Dechert and Jeff Wortman to compose and send a letter to the congregation announcing the congregational meeting scheduled for June 17 and will put this meeting on the church calendar.
- Leadership Council will come up with a clear written process for handling future projects, large or small so that everyone will understand the purpose of any project, who will lead any projects and what the expected outcome of the project will be.

The meeting closed with the Lord's Prayer

Minutes submitted by Sue Wortman, Secretary

Finance Ministry Meeting Minutes – May 10, 2018

- 1) Meeting Called to Order at 7:00. *Attendees: Ken Tappe, Shannon O'Reilly, Jeff Wortman, Pastor John Kennedy*
- 2) Review and Approval of last month's minutes. *Approved by consensus.*
- 3) Financial Review for last month
 - 1) There were no noted issues with the Financial reports
 - 2) *One member turned in a pledge card for \$12,000, then when they received their statement they realized that there was an error – it should have been \$6,000. We decided not to restate the budget.*
 - 3) *Rental income will be up in 2018 as Rotche rent of \$14,000 in 2018 was not included in budget.*
 - 4) *We had about 13 pledging units that turned in cards with a zero pledge. We felt they should not be counted in the "number of pledging units". We felt these should be counted as a "no pledge", since money would be included in the non-pledged income on the income statement.*
 - 5) *We received a \$10,000 gift from the trust of Betty Lyons, no restrictions, and put in general M&G.*
- 4) Reconciliation for last month *Ken completed the account reconciliations for April.*
- 5) Leadership Council Update
 - 1) Update on changing the fiscal year discussion with Leadership Council on 5/8 *LC was in favor of the change. Agreed that the new year will be Jun 1st – May 31st. starting in 2019. Discussion centered around changes to meeting times, stewardship, elections and when officers would start so they could be part of the budget process, necessary changes to the by-laws. There will be a short fiscal year from Jan 1, 2019 – May 31, 2019, then the new full fiscal year would begin 06/01/19. Jeff agreed to prepare an updated, more definitive presentation based on the LC discussion and discussions in Finance.*
 - 2) Update on Parking Lot revenue – football Saturdays and Art Fair *With the Youth program and activities now integrated and supported by the general budget we no longer have anyone specifically set up to organize the parking lot fund raising. LC is proposing we take this to the congregation to see if someone will take this on. This is an opportunity for someone to organize 6 Saturdays and Art Fair week that will contribute 6,000 to the church.*
 - 3) Phoenix Project Update *LC is going to meet later this month to debrief on the Phoenix proposal.*
- 6) Unbudgeted Funding Requests –
 - 1) Reinstated the Restroom Renovation Fund in M&G to cover all restroom renovations *Carol proposed that we open up the old M&G account to catch the funds to cover the bathroom renovations. Approved*
 - 2) Women's Restroom – approved for \$30,000 *These funds have been transferred from investments.*
 - 3) Men's Restroom – sanctuary level – final phase request \$2,773. *Funds can be covered by the Feldkamp fund. Approved*

- 7) Setup Reviews of Finance Procedures and Budgets with Ministry Team Leaders (especially the new ones) – Karen & Jeff to address.
 - 1) Focus will be on new team leaders – John Samford (LC), Jenny Foster (Member Care) *Karen will get with Jeff on some possible dates and then Karen will try to set up these meeting. This was completed on June 6th.*
- 8) Changes to current financial reporting (have discussed with Betty after she returned)
 - a) NEW - Annual Cash Flow Overview Covering all Funds – Betty is working to address this. *Betty and Jeff are still working on it.*
- 9) Next Monthly Meeting Date *June 14, 2018*
- 10) Adjourned at 9pm with the Lord's Prayer

Facilities Ministry Team – Bethlehem UCC

Meeting Minutes of May 23, 2018

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

Absent: Rev. John Kennedy

The meeting was called to order at 4:59 pm. The 4/9/18 minutes were approved with no changes.

APRIL FINANCIAL REPORTS:

Most items were below budget except for utilities and snow removal (due to extended cold/winter conditions). Emergency repairs included a total of \$1,019 for a sewer back-up in March (Roto-Rooter and catastrophe cleaning expenses). Maintenance & repair shows a charge of \$250 paid to Precision Climate for condensate pump repair. The Feldkamp Fund received a deposit of \$5,169 (required minimum distribution and interest payments).

OLD BUSINESS:

1. Phoenix Construction/Dining Room Renovation – At the meeting held on 4/11/18 there was a question about the necessity of a fire suppression system. The city building inspector came out and said neither fire suppression nor fire doors were required. Phoenix submitted an elevated drawing. The Leadership Council meets tomorrow night to decide on next steps.
2. 1st floor women's restroom renovation – \$30,000 was approved at the congregational meeting held on Sunday, 4/15/18. The toilets and sink have been delivered. Work is scheduled to occur in July and August when there are no special events planned.
3. Men's sanctuary level restroom – The new toilets have been delivered. Work is scheduled to begin on June 4 and end by June 21. This will complete the project.
4. Boiler pipe insulation – Tom and John I. will finish installing it by the end of next week.
5. Sewer back-ups and installing a hand blow dryer – The restroom supplier provided specs for a hand dryer; Jim Stadel said there is not enough voltage in the men's restroom. Ron checked with infection control at UM Hospital. There are no conclusive findings as to the issue of spreading germs; however, the hospital is removing hand dryers from all public restrooms. The supplier brought in a case of towels that are the most biodegradable available, as well as a free dispenser. The dispenser has been installed in the men's basement restroom.
6. Roof leaks over medical loan closet and men's sanctuary level restroom – Butcher & Butcher came out on 5/21 to do a water test and discovered that the leak is coming from the slate roof adjacent to the flat roof over the medical loan closet. They could not get a leak over the men's restroom. They came back on 5/22 to repair the slate roof. George Frisch (Butcher & Butcher) will look into the invoices we received and send corrected ones.
7. Parsonage repairs – Prior repairs were completed and new issues have arisen:
 - a. Window caulking – Completed by Randy last week.
 - b. Master bath sink cabinet – John and Karen selected a vanity and faucet at Lowes. Facilities approved purchasing a new vanity and faucet. Tile will also have to be replaced. Randy Schneider will be contacted to schedule the work; he can use his best judgment as to how much tile to replace.
 - c. Attic insulation – Spink Insulation quoted \$3,410. John I. will contact 2 more companies and Carol will schedule the estimates. John I. will also call DTE about energy credits.

- d. Roof ridge cap – A roofer recommended replacing just the cap to extend the life of the roof by 4-5 years. Several pieces have blown off. Ron will give Carol the name of a roofing company that did his at a cost of about \$600. Facilities approved the project.
 - e. Weeping cherry tree in backyard – The tree has died and is being removed. John and Karen would like to replace it with either a Northern Magnolia or Dogwood. Carol researched 3 nurseries. Abbott had a good selection and best prices. Facilities approved \$400 for a root ball tree and delivery/planting. Karen and John will be requested to pick out the tree and schedule the planting.
 - f. Patio – brick pavers are sinking in spots. We will wait to see how bad it is after the ground dries.
8. S parking lot repair – Quotes were received from 3 companies: Ann Arbor Asphalt, D&H Asphalt, and Mullins for both full asphalt replacement and just sealing. It was decided that only sealing is needed at this time. Facilities approved the quotes from Mullins: \$3,531 for the S lot and \$1,035 for the N lot. They recommend using Property Improvement for this expense. We will contact Dr. Sandweiss about the project and see if he's willing to pay for his portion of the N lot. Carol will submit an unbudgeted funding request to Finance.
 9. Window replacement – Tom received quotes from Wolverine Moore for replacing insulated window panes in the office (current windows have bad seals) and full replacement of the windows in the basement classrooms (most are in bad shape). He will request bids from 2 more companies.
 10. Natural gas prices – We're currently paying \$3.48/Dth. April rate was \$3.05. Current rate is \$3.15. We'll wait another month and see how the prices trend.
 11. Solar energy project – John Irwin shared a spreadsheet showing the estimated costs and payback provided by 3 companies (quite high). Tom indicated that there are several less expensive energy saving improvements we could do that would save a lot of money. He will consult with Chuck Hookham, a church member and engineer, and get his opinion.

NEW BUSINESS:

1. Boiler pump – One of the condensate pumps was repaired recently (cost about \$800). The second one needs a seal plate (cost +/- \$980). Approved by Facilities from Emergency Repairs.
2. Another leak was recently found – very small. Carol will notify Precision Climate.
3. Change exit lights to LED – The exit lights that stay on 24/7 should be changed to LED. Tom will purchase the LED lights and have Ron change them.
4. Sprinkler leaks – there are 3 leaks, one in the main line. Matt Getzen has been called.
5. Lily's proposal for 3 raised garden beds in backyard – Facilities approved.

RENTALS:

1. Rental task force – Their 1st meeting is June 19.

TABLED ITEMS:

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

The meeting was adjourned at 6:45 pm.

NEXT MEETING: Monday, June 18, 2018 at 5:00 pm.

Respectfully submitted,

Carol Leyshock, Parish Administrator

Education Ministry Team

Minutes – May 2, 2018

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

Not Present: Diana Slaughter and Lily Tinker Fortel

Ben Hollenbek, Doctoral candidate at UM who is writing his thesis on what LGBTQ inclusion looks like in a mainline protestant church, visited our meeting to learn more about what goes on in our church.

Summer Sunday School – We will continue to have classes in the summer. Kelsey is willing to do the pre-school class and include any K-6 who wish to attend.

Middle School and High School – We are looking for ways to get this group to attend the worship service. Perhaps they could sit together and go out to lunch after, paid by the church. We felt different music might help.

End of the Sunday School Year Worship Service June 3rd – Jane has asked Lily to see what she can do to get the kids involved in this service, some ideas –serving communion, acolyting, taking part in the sermon, singing (perhaps a solo by Abby, the songs they did with the choir, or maybe John Samford and Noah Bailey and/or Sarah and Alton Herwick. We feel it is important to have a children's moment. In addition we would like to see if the message could be shorter and the songs could be more youth friendly.

End of the Sunday School Year and Graduation Recognition Picnic –

Jan will take care of purchasing the paper products, hot dogs, buns, chips, country time and condiments

Jane will get Ice cream, find the cooler for the lemonade and bring up the chalk from the art room

Karen will borrow games from the library

Eileen will bring bubble wands

Tom and Kurt will get the tables and grill out as well as help cook the hot dogs

Adult Education – Lily plans to have a “Bible 101” and a “UCC 101” class over the summer as well as “Women of the Bible” in the fall. She also plans to have some health classes in the fall. In addition she would like to have an all church worship under the stars this summer.

Lois's Corner – Jane is still trying to connect with the designer.

Mission Project –Diana Slaughter has exhausted all avenues to send donations collected two years ago for the orphanage in Ethiopia to a similar group, therefore, half will go to the Ruth Ellis Center and half to Ozone House. Jane will try to get someone from Ruth Ellis to come to accept the \$400 collected this year as well.

Change of Meeting Date – To enable Lily to attend we will begin meeting on the third Tuesday of the month. The June meeting date is yet to be determined as Jane may be unavailable.

The meeting was closed with prayer by Jane followed by the Lord's Prayer.

Next meeting date - to be determined

Submitted by Karen Samford

Bethlehem UCC Welcome Ministry Minutes

May 16, 2018

DRAFT

Attendance: Kurt Schmerberg, Barb Marshall, Paul Marshall, Gary Kade, Pastor John Kennedy and guest Ben Hollenbeck.

Meeting was called to order at 5:35 PM. Opening prayer from Pasto John.

- 1.) Minutes Approval – MOTION was made and SUPPORTED to approve the minutes of our last meeting. MOTION CARRIED.
- 2.) Review with Pastor John plan for welcoming visitors on Sunday mornings. The committee had discussed having Pastor John either return to the chancel or stay at the chancel after the benediction to meet with all interested visitors. We thought after a few minutes of familiarization and question\answer that a Welcome Team member could give them a tour of the building if desired. Pastor John favored escorting all visitors to a special reserved table at the coffee connection in the fellowship hall. The Welcome Team could have information available to hand out on membership and\or opportunities for involvement at BUCC and introduce them to other members. In lieu of having John in the narthex to greet those exiting the service, we suggest that the Member Care Ministry have members there to greet members and inquire if they have any special needs they would like assistance with. They could be assisted by members of the Stephen Ministry, and any requests for a pastor consultation would be communicated to Pastor John for follow-up. Welcome Team would like to implement the plan in June if possible. Follow –up assignments: Kurt to talk with Jenny Foster of Member Care; Paul and Barb will work on bullet points for information handout. Kurt will write a Visitor article to announce the program once all the detail and start date have been finalized.
- 3.) Storage cabinet for Welcome Center: Paul and Barb have a good unneeded file cabinet they agreed to bring to the Welcome Center to store information materials.
- 4.) Pew Rack Cards: Welcome team reviewed samples of some revised Prayer Request cards which could be altered to also assist Member Care with follow-up of member needs.
- 5.) Parking Lot Pretzels: Paul and Barb indicated that due to the dwindling interest in helping roll and make the pretzels, that they need to suspend this program. They may consider a special rolling for a later date.

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

Wednesday, May 30, 2018

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

Evangelical Homes of Michigan Foundation: *informational presentation on current fundraising efforts by EHM representative, Heather Feldkamp.*

- Overview of recent and future projects at Saline location including the Center for Innovation and Education and outpatient physical therapy, as well as the Safe at Home program, Community Share home nursing care and the longstanding Charitable Care fund
- Churches can support their choice of programs/services via special envelopes, pledges, one-time contributions, etc. EHM Foundation staff are happy to present information to congregations.
- Conversation about BUCC engagement with EHM over the years including leading worship services, provide funding for Lifeline program through OM, kids helping plant garden and put up birdhouses, Christmas caroling, bingo, therapy dog and care ministry visits with patients/residents

Poor People's Campaign: *brief overview of the advocacy campaign including local (Ann Arbor) statistics on poverty/low income by Roy & Sue Muir.*

- Materials shared - PPC Fundamental Principles, Michigan Conference of the UCC endorsement, PPC Fact Sheet, and more
- Conversation around OMT endorsing Bethlehem's support of the Poor People's Campaign lead to OMT members agreeing to proceed with endorsement; Roy will follow up with Lily, Pastor John and Leadership Council regarding next steps
- Discussion around OMT's role in promoting awareness of PPC, possibly assist with educational opportunities and informing congregation

Increasing church-wide involvement in Outreach: *group conversation around best practices for engagement.*

- Single 'Outreach Fair' type event not supported by the group due to impersonal setting, too many activities at one time only takes away from all individually, difficult to get agency staff to attend a church service or event on Sunday
- Suggestion to partner with Stewardship Campaign, focus on volunteering as a part of giving
- BUCC members share their personal volunteer engagement stories with congregation along with facts/figures of agency/organization they support, for example - 5 minute mission moment during the church service with approval from Worship Ministry and Pastor John
- support Lily's "good deeds" tracking - open to ideas around the UCC 3 Great Loves/Love of Children

Upcoming Outreach events, activities and opportunities:

- Food Gatherers Community Kitchen volunteering - June 3rd
- Alpha House volunteering - June 7th (Jamie, Laura, Roy and Eileen)

- Food Gatherers Grillin' fundraiser event - June 10th
- Washtenaw Refugee Welcome annual potluck
- ideas for fundraiser or collection to support specific programs, projects, needs - for example, collecting LED lightbulbs to help low income families spend less on electric bills
- CROP Walk Ann Arbor in need of new local coordinating group (ICPJ no longer able to fill role)
- Partner more closely with Christian Education mission project when identified

Next meeting date TBD

submitted 6/6/2018 by Laura Seyfried

Youth and Young Adult Ministry Team

May 23, 2018

Present: Katie Rowan, Lily Tinker Fortel, Julie Feldkamp

Youth Group

Spring youth group attendance has been lower due to conflicts that the youth have had with their other activities. Summer youth group plans include "Thursdays in the Play Yard" every other week, with perhaps one being a game night. One Thursday each month will be a BBQ and gardening project.

Regional Youth Event

This will be held in Elmhurst, Indiana July 5-8 and we will have 3 youth and 2 adults attending.

Heifer Village in Howell

Youth were polled to determine the best weekend in August for us to attend. There was no clear consensus on dates.

June 3rd Worship

Graduates, Sunday school teachers, and youth leaders will be recognized. The all church picnic will follow. Lily and Katie will meet Tues. May 29 to plan the gifts.

Family Fun Night

The May Family Fun Night will be held Friday, May 25.

Habitat Trip

The cake auction, bake sale, and brunch proceeds totaled \$4373. The trip will be to Flint, Mon. - Th. June 25 - 28. There will be a send off for the group on Sun. June 24 at the 10:00 service. We will work Monday at the food bank, and Tues. - Th. with Habitat on a neighborhood development project. We will be building a pavilion adjacent to a park. The cost for participants will be \$60. Lily will develop a proposed budget for campground costs, food, and transportation to present to Finance. Lily will send out a Google doc to all participants to sign up for various tasks. Larisa will check out camping options. Larisa and Jamie will purchase basic supplies at Costco.

Future Issues

We are still working on recruiting additional members to build our team. We need to clarify the role of the team.

Submitted by Katie Rowan, Chair