

Leadership Council Meeting Minutes: June 12, 2018 6:30pm

Present: Julie Feldkamp, Shannon O'Reilly, Pastor John Kennedy, John Samford- President, Sue Wortman (by phone)

Absent: Judy Coucouvanis, Ron Dechert – Vice President, Kris Lovelace

Visitors: Laura Seyfried, Roy Muir, Lily Tinker-Fortel

- Called to order at 7:30 pm
- Opening Prayer Pastor John Kennedy, scripture from this coming Sunday
- Welcoming visitors
- Report on and proposal for endorsing Poor Peoples' Campaign from Outreach Ministry Team

Laura said Lily approached Outreach to see if that Ministry Team would endorse BUCC's involvement in the Poor People's Campaign. Lily presented a series of workshops on the Poor People's Campaign and many of those who attended were moved to action. Information was passed out which outlined poverty in the Ann Arbor and Washtenaw County area. Targeted neighborhoods on one handout, including the areas served by Peace Neighborhood Center showed a high rate of families living below the poverty level. Other resources shared showed that Washtenaw County has many people in great need, even though it is considered by most to be one of the more affluent counties in the state. Outreach would like to find a way to integrate locally and nationally in this movement. The national United Church of Christ and the Michigan Conference have both endorsed the Poor People's Campaign. Outreach asked for an endorsement from Leadership Council to support the Poor People's Campaign.

Pastor John hopes that Leadership Council will embrace this request and lead the way with the congregation.

After further discussion and Q & A, the following motion was made and passed by LC:

On the recommendation of the Outreach Ministry Team, Leadership Counsel joins the National UCC and the Michigan Conference to endorse the Poor People's Campaign so BUCC can start the exploration of the campaign and start education processes with the congregation so that at some point, the congregation could take a vote whether to embrace this campaign as a church and congregation.

- Approval of minutes from both 5/8 & 5/24 meetings of Leadership Council meetings approved
 - Both meeting minutes were approved
- Remarks from the President
 - No one volunteered to coordinate volunteers for parking lot fund raising during Art Fair and football games
 - Tom Ziesemer shared a document with John Samford on orientation of volunteers and the process for parking. We will leave cost of parking at \$10.00.
 - Currently only one person is signed up for helping with parking during Art Fair.
 - John Samford volunteered to take any shifts not covered for Art Fair
- Report from Pastor John
 - Lots of weddings and funerals lately
 - Washtenaw Ecumenical Council will be holding their Thanksgiving meal at BUCC the Monday before Thanksgiving
 - Lily will have her first performance review this week
 - Confirmation next year – only 2 students at this time
 - Lily will need to do her pastoral clinical rotation at St Joe's Hospital this fall. This will require 24 hours per week of her time. She will likely need to temporarily step away from her work with youth and education workshops. Once Lily is licensed, she will be able to do sacraments but only at BUCC.

- Thomas is now our Director of Music Ministries.
- John has a call in to the executor of the estate which donated air conditioning for the sanctuary. There are clarifications needed by the church regarding this donation.
- John has been in conversation with Jenny Foster, chair of Member Care Ministry to work on starting small groups.
- The first Rental task force meeting will be 06/19. Then recommendations will come back to LC for approval.
- Parish Administrator hiring process report
 - A job description will be posted on Indeed and with the Michigan Conference of the UCC, hopefully tomorrow
 - *Donna asked about a send-off for Carol*
 - It was agreed to hold an open house for Donna with light refreshments, a cake, letters, etc. Checks for a financial gift should be made out to the church. The open house will be in Schmale Lounge. We will check with Carol to see if either July 24 or 25 from 6:00 to 8:00 would work for her
 - Shannon will bring punch
- Oktoberfest: 10/5/18—Forms are required to be filled out and submitted in order to obtain a liquor license for this event. A specific motion, worded on the license application is required to be passed by our executive board. The following motion was made and passed by Leadership Counsel:

Moved by Shannon O'Reilly and supported by Julie Feldkamp that the application from Bethlehem United Church of Christ for a Special License to serve alcohol on October 5, 2018 to be located at 423 South 4th Avenue, Ann Arbor, MI 48104. It is the consensus of this body that the application be recommended for issuance.

Approved vote tally:

Yeas – 4

Nays – 0

Absent – 3

- Any last minute adjustments to Congregational Meeting June 17
 - The final PowerPoint presentation for the meeting is still a work in process and has not been approved by Leadership Council
- Remaining Action Items from last meeting: *Tabled*
- Schedule meeting for leadership council members to complete Pastor John's Annual Review
 - John S. has a copy of John's call document so we can use that as the format for the review. We will try to handle all electronically but will call a specific meeting if necessary.
- Matters arising
 - No matters arising

Action items:

- Will discuss process for approving minutes at our next meeting
- Tabled item from this meeting to be pursued at our next meeting - 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.
 - *Not done*: assign responsibility to write such a document.

Meeting was adjourned at 8:50 with the Lord's Prayer

Minutes submitted by Sue Wortman, secretary with thanks to Shannon O'Reilly for additional notes

Facilities Ministry Team – Bethlehem UCC

Meeting Minutes of July 9, 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 4:52 pm. The 6/18/18 minutes were approved with no changes.

JUNE FINANCIAL REPORTS:

The total Facilities budget is at 55% - just above where it should be. Emergency repairs included recent roof repair for \$3,392 plus \$2,732 – a negotiated price for previous repairs. Maintenance & repair is only at 39% of budget. Lawn care still shows \$0. Carol has followed up with Brad Bouchie for an invoice.

OLD BUSINESS:

1. Phoenix Construction/Dining Room Renovation – Ron presented the results of a 6/10/18 meeting that he and Steve held with Phoenix at which several questions raised at the congregational meeting were answered. Phoenix has started work on final drawings and expects to have them completed by mid-August. Leadership Council will need to review the drawings, determine their recommendations for moving forward, and call a congregational meeting for final approval of the project. Ron will recommend to the Leadership Council that they go forward with Phoenix, without attempting to get other bids. This is what Facilities recommends. If the congregation approves the project, work is expected to begin right after Oktoberfest and end around mid-February 2019.
2. 1st floor women's restroom renovation – Work began today. Randy's crew completed demolition and will begin framing tomorrow.
3. Men's sanctuary level restroom – The project is complete. There was a request for coat hooks to be installed. Carol will ask the maintenance man to install them.
4. Roof leaks over medical loan closet – Butcher & Butcher is sending a crew this week to:
 - a. Repair recurring leaks over the medical loan closet.
 - b. Try and find the leak source causing the paint to bubble on the interior wall on the 2nd floor near the gym.
5. Parsonage repairs –
 - a. Master bath sink cabinet – Randy will install the new vanity/sink this week – to be charged to Maintenance & Repair.
 - b. Attic insulation – Farmers Insulation opted not to quote the job. Facilities decided to go with Accurate Insulation. Their quote (\$1,635) was lower than Spink and Pastor John felt they were more thorough. Facilities recommends charging it to Property Improvement.
 - c. Roof ridge cap – Mike at Burke Roofing quoted 2 prices: \$1040 if they install the ridge cap over existing; \$1400 if they tear off the old. Both have a 5 year warranty and they won't look any different. He will send Carol a quote to add a couple of box vents as well. The rest of the roof is in good shape and should last 10-15 years. Facilities approved the lower bid for the ridge cap and adding the box vents, and recommends using Feldkamp funds for the expense.
 - d. Patio – Margolis Nursery will come out to quote repairing the sunken pavers. They will call Pastor John directly to schedule it.
6. S parking lot repair – The sealing of both the S and N lots has been completed. Dr. Sandweiss will reimburse us for his portion of the N lot.
7. Window replacement – Office & basement classrooms –
 - a. Office bids: We never got a quote from Diamond Glass. Washtenaw Glass gave the lowest bid: \$3,972.50 to replace all 4 windows in each of 5 offices. Tom is following up

with them to determine whether they can replace only the windows that are bad. Once he gets their response and new estimate, he will email the team for approval. The team would like to ask Pastor John to approve the use of McKay Property Maintenance for this project.

- b. Basement classroom bids: Facilities approved using Meyer to replace the windows in classrooms A (Art Room) and B (Sunday School Classroom) this year. Classroom A's windows (\$3,564) will be charged to Emergency Repairs due to the need to replace several broken panes. The windows in Classroom B (\$4,441) will be charged to Maintenance & Repair, in accordance with budgeted plans. The remaining basement windows will be replaced in a later year.
8. Natural gas prices – We were able to lock in a rate of \$3.05, significantly lower than the rate of \$3.12 approved at Facilities' 6/18/18 meeting.
9. Solar energy project – The city of Ann Arbor and Interfaith Light are hosting an event on 7/25 to demonstrate models on how to fund a solar project. When Tom and John I. get final numbers and further information about funding options, they will present their findings to the Leadership Council.
10. Change lights to LED – Tom and Ron Kryc are still working on changing lights that remain on 24/7 to LED.
11. Boiler pump – The second condensate pump repair is awaiting scheduling. Precision Climate has been very busy with A/C repairs this summer.
12. Sprinkler leaks – Ron Kryc repaired all of them.
13. Insurance letter about paying \$612 more per year for terrorism risk insurance – At last month's meeting, Facilities recommended opting out of this coverage and notified Leadership Council. LC has this on the agenda for their 7/10 meeting.
14. Parish Administrator transition – Carol gave an update on the status of hiring a replacement.
15. Hall floor buffing – Ron Kryc and Tom have bought some supplies. Tom needs to buy the wax in larger quantities than available at the hardware store.

NEW BUSINESS:

1. Bob Loukotka raised a couple of issues to Carol:
 - a. Shouldn't there be a lightning rod on the building? Facilities asked Carol to contact Vedder and get a quote.
 - b. There is no fire alarm in the attic spaces above the sanctuary and gym. The wood is very old and dry and the temperatures get very hot in the summer. Carol will call the alarm company for quotes.

RENTALS:

1. Rental task force – Tom and Carol provided information from the task force's 6/19 meeting.

TABLED ITEMS:

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

The meeting was adjourned at 6:15 pm.

NEXT MEETING: Monday, August 13, 2018 at 5:00 pm.

Respectfully submitted,

Carol Leyshock, Parish Administrator

Education Ministry Team

Minutes – July 25, 2018

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

Not Present: Lily Tinker Fortel

June Meeting – There was no Education Ministry Team meeting in June

Lois' Corner - The Education Ministry Team along with members of the Leadership Council met in the sanctuary for a presentation by Elizabeth Jarzembowski showing her ideas for Lois' Corner. Everyone was excited about the plans. Leadership Council will vote on approving the plan and use of the money donated by Lois Hauessler. Wanda will ask Lily Fox if she would make a sign saying "Lois' Corner" and "Let the little children come unto me" as well as saying the space is in memory of Lois Hauessler.

Mission Project – It was decided to have a year-long project to learn about the Poor Peoples Campaign and what we can do to help. The youth and Lily have agreed. We talked about the map showing poverty in the Ann Arbor area. We would like the youth to partner with other parts of the church on this. One way is collecting backpacks and school supplies to go along with those already being collected by the Women of Bethlehem are collecting for Church World Service.

Checks are being cut for the Ruth Ellis Center and Ozone House from last year's Mission Project.

Rally Day – There will be a "Blessing of the backpacks", both for those collected and those our youth will be using in school this year. We will have cider and doughnuts for coffee hour.

Scholarships – All who applied will get approximately \$1,200 ea.

Sunday School - Jane will write an article for the September Visitor asking for volunteers to assist in Sunday School.

Meeting Dates - There will be no meeting in August. Jane will check with Lily to see if she can meet on Wednesdays.

The meeting was closed with the Lord's Prayer.

Next meeting is scheduled for Tuesday, September 18th

Submitted by Karen Samford

Member Care Meeting

7/16/18

Attendees:

Member Care - Jenny Foster, Mary Jean Raab, Sue Buday

Welcome - Kurt Schmerberg, Barb Marshall, Kris Lovelace, John Kennedy,

Guest - Ben Hollenbach, PhD Candidate

Jenny opened the meeting with prayer.

The Welcome team was invited to the meeting to discuss ways our two committees could work together on new member assimilation.

Kurt shared that Della and Gary are piloting a small group with the members who recently joined the church. The small group meeting is scheduled for the beginning of August. Jenny will reach out to Gary to see how Member Care might be involved with the pilot.

The Welcome Team is looking at ways to reach out to visitors on Sunday mornings and beyond. They are looking at implementing these ideas in September - possibly Rally Day.

1. They would like to gather visitors on Sunday mornings toward the front of the sanctuary to meet Pastor John right after the service. To do this, they would like Member Care to greet everyone after the service in the Narthex instead of Pastor John.
2. They are working on a design for a prayer card that can be used to capture prayer requests, joys, concerns as well as contact information for follow up with individuals submitting them.
3. They want to create a welcome station in the fellowship room where they would have information about joining the church and activities/groups to get involved in at the church.

We discussed ideas for following up with visitors. It was agreed that a personal note should be sent by Pastor John. We discussed ideas on how to make this happen. Ben suggested that a supply of pre-written cards that are signed by John could be maintained in the office and mailed out within a couple days of someone's visit. A second contact could be in the form of a letter from the Welcome team. John and Welcome should both get lists of the names of Sunday Service visitors from the office.

Kris shared an article, "9 Things That Worked in a Church a Decade Ago That Don't Today" with the group. It highlighted the fact that the culture is changing and what used to work doesn't work anymore. As we focus on programming and reaching out to new people, we need to understand the behaviors of the current culture.

We discussed how to get feedback from visitors on their experience attending our church. The idea of a feedback card was mentioned. The discussion was tabled and needs further research.

Mary Jean presented the results of the survey circulated by EHM Senior Solutions regarding a Faith Community Nurse. 30 area churches responded to the survey. The top 3 needs were identified as:

- Providing health screenings
- Providing referrals to resources in the community
- Teaching classes on maintaining health

EHM is currently working on hiring a 1/2 time person with grant \$ and some EHM funds. They will work with 2 churches chosen as pilot congregations (First Methodist Church Saline and Clinton United Church of Christ. The pilot program will run 6 months and then will be evaluated. Mary Jean will keep us updated as she receives further information.

Jenny is meeting with Julie Seitz and Sandy Talbott, RN/CNP, Parish Nurse on 7/25/18 to learn about the programs offered at First Presbyterian Church of Ann Arbor.

Next meeting: Monday, August 20th at 4:00 pm in the lounge.

Outreach Ministry Team July 2018

On behalf of the Outreach Ministry Team, I do not have any minutes to share at this time. We have been volunteering for our ongoing activities.