

**Bethlehem United Church of Christ
Congregational Meeting
Minutes, June 17, 2018**

The meeting was called to order by President John Samford.

An opening prayer was offered by Pastor John Kennedy.

Pastor John –

- Reiterated the congregation voted several years ago to stay in the building with improvements
- Thanked all who have helped with upgrades to make the church building more welcoming
- Mentioned we have already approved renovation of a restroom across from the office
- Expressed appreciation for Lois Heaussler's contribution toward air conditioning the Sanctuary
- Noted that when the a/c goes in, it will go through the ceiling of the basement

Ron Dechert –

- Noted a 2016 list of needed renovations included the fellowship hall and adjacent restrooms
- Reported Facilities recommended improvements to the fellowship hall and a/c in the sanctuary
- Presented concept drawings for fellowship hall by Phoenix - a vision of what it could be
- Detailed estimated cost: Sanctuary a/c \$185,000, Fellowship Hall improvements, including ADA compliant restrooms, \$360,000 for a total package estimate of \$545,000.
The estimate does not include enclosing/hiding pipes and radiators.
Also not included are unknowns: possible electrical issues, hazardous material removal, etc.
- Phoenix would be in charge of overseeing the entire project.
- Leadership Council is requesting endorsement to go forward to get more accurate costs.

Jeff Wortman –

Provided some financial options for paying for these projects:

1. Borrow from existing building related funds and have a capital campaign with full or partial payback
2. Wait until a capital campaign is completed
3. Secure a bank loan

Suggestions from the floor included issuing church bonds and borrowing from UCC's Cornerstone Fund.

The following motion was made and passed:

The congregation endorses moving forward with sanctuary air conditioning and fellowship hall renovation.

The meeting was closed with Lord's Prayer.

Respectfully Submitted, Karen Samford (for Sue Wortman, Secretary)

Leadership Council Meeting Minutes: July 10, 2018 6:30pm

Members present: John Samford - President, Ron Dechert - Vice-President, Kris Lovelace, Judy Coucouvanis, Shannon O'Reilly, Sue Wortman, via phone

Visitor: Ben Hollenbach

- Opening Prayer - Pastor John
- Agenda Review - No changes
- Approval of minutes from 6/12 meeting of Leadership Council - Minutes approved
- Process for minutes creating agenda and minutes as a Google Doc. We agreed to try creating both the LC meeting agenda and the minutes for this meeting and will review how it goes.
- Remarks from the President
 - Volunteering with parking - No one volunteered to take charge of coordinating and supplying volunteers for church parking.
 - John's Samford wrote a report in the latest Visitor to keep members informed.
 - John reminded Leadership Council members about Carol's Leyshock's good-bye/thank-you party on July 25
- Report from Pastor John
 - Working to make worship more blended in style, bringing in new ideas; working with Lily and Thomas. Worship team is being consulted, too. The statement describing the Worship Team should be updated to encourage creative thinking. There is a possibility of recording and moving worship services to community television. Much discussion, work and training would be necessary for this to happen. No decisions have been made on this. This would not replace radio but it might be a possibility for the future.
 - Parish Administrator position has been posted to *MLive*, *Indeed* and *Michigan Works*. Only 4 reasonable resumes for this position have been received so far. Pastor John interviewed one person but there are concerns regarding references. He will continue to work on this.
 - 2 people have agreed to become Stephen Ministers, hoping for at least 1 more
 - John will be taking 2 to 3 weeks vacation - not scheduled yet
 - Rental task force - Shannon says task force will be meeting toward the end of August
- Parish Administrator hiring process report
 - Lengthy job description posted
 - Getting lots of hits of the job description but not many are on target
 - Additional information is located under the Report from Pastor John
- Brief reports from all Ministry Teams liaisons
 - Facilities Ministry Team
 - Rejection of Terrorism Insurance through Church Mutual Insurance Company
Facilities team recommended against including Terrorism Insurance. It would be an additional \$650 to our insurance. Leadership Council agreed with this recommendation. The church will opt out of Terrorism Insurance

- Ron Dechert provided and discussed minutes from a June 20 meeting he attended with representatives from Phoenix as well as Steve Darr, of Facilities Ministry Team.
- Question about the Thanksgiving planned here. Not a sit-down dinner.
- Ron sent out a correction today on his report regarding the payment schedule
- Drawings - Phoenix has its own mechanical engineer so if the bid when beyond Phoenix there would be additional costs. These drawings are only for Phoenix people because they are not willing to take the liability of another building company. We did not ask the congregation to vote on who would do this work.
- Ron will meet with Phoenix tomorrow

Motion: LC moves that Phoenix be our design and build contractor for both sanctuary air conditioning and fellowship hall renovation

- **passed 1 nay all others yea**
- We haven't signed a contract, we need congregational approval to do this. As long as we don't have a contract and we are dissatisfied we can opt to not continue with Phoenix. This motion allows us to continue with Phoenix to a certain point in order to get bids and move forward. Money allocated is to allow Phoenix to go out and get bids. We are not committed to accept those bids
- Steve Darr feels we need to cut into the concrete floor of the fellowship hall to determine if there are any pipe leaks there. This would be separate from fellowship hall update. Also electrical to Lois' Corner would be bid. If it's not too much it could be added to the fellowship hall renovation project. If too much it would have to be a separate project. Office area by elevator would also be a separate bid.
- Remaining Action Items from meeting 5/8
 1. Stewardship update, since we didn't discuss this month (May)
 - a. Recruit more people at the beginning of the program year - Fall
 2. Further discussion on capital improvement planning
 - a. an action plan on capital improvement campaign with process
 - b. Roy Muir said he would be happy to be part of this
 - c. Big driver will be for people to see the vision ahead. We need to create the vision
- Remaining Action Item from meeting 5/24:
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.
[Draft document](#) prepared for Council review
 - Project definition needs to be clearer
 - Congressional support exceeding threshold of \$15000
 - The distinction needed between a project and a repair and/or an upgrade

- Facilities needs some of the decision-making burden taken off their plate.
- Only LC can make policy.
- \$5000 to \$15000 has to come to LC
- Project definition - a repair, upgrade or maintenance of church property costing less than \$15,000
- Next steps to complete Pastor John's Annual Review - no additional meeting of LC members needed before John S. & Ron D. meeting with Pastor John
- Matters arising - no matters arising

Minutes submitted by Sue Wortman, Secretary

1. Phoenix Meeting Notes 6/20/2018

Present: Mark Hiser (President-Phoenix Construction), Bob Overhiser (Architech-Phoenix Construction), Steve Darr (Chair- BUCC Facilities Ministry Team), Ron Dechert (BUCC Vice President- Project Lead)
Meeting note summary presented to BUCC Leadership Council, Facilities and Finance Ministry Teams Chairs. Mark Hiser also copied on this summary report. Listed below are the questions discussed and summary answers to each provided by Mark Hiser and Bob Overhiser.

Question 1) What step needs to be taken and when to start the process for the Sanctuary air conditioning and Fellowship Hall projects?

Answer 1) From the perspective of Phoenix, the initial step is the authorization of funds to develop their final drawings. This would require two individual work orders, first work order would be for the drawings for the sanctuary air conditioning (cost \$4,900) and a second work order for drawings for the Fellowship Hall (cost \$12,800). Since neither of these two jobs individually exceeds the \$15,000 threshold for congregational approval, I would suggest we can endorse the expenditures at LC and authorize Finance to release the funds for each payment. I would ask that LC endorse these expenditures through an email vote as soon as possible (see item 3 below) and not wait two weeks for our regularly scheduled meeting. Mark and Bob indicated that their mechanical and electrical team worked on the original MEP (mechanical, electrical plan) estimates, and are aware of the scope of the project and work directly with Phoenix. As a result, they do not require the same detailed drawings that outside mechanical and electrical companies would need. This is one of the benefits of hiring a design and build company such as Phoenix Construction. If we decide to ask for additional bids, the final drawings provided for the use by Phoenix would need additional work requiring a mechanical engineer to review and certify. Bob and Mark estimated that an additional \$15,000 (total) would be required to develop the second drawings for distribution to outside companies for bidding. Additional time would also be required to obtain new bids.

Question 2) What is the estimated timeline from start to completion of these two projects?

Answer 2) Bob Overhiser can begin on the final Phoenix drawings as soon as Monday (6/25). He currently has additional staff available for the next two weeks who can begin this work. Once Bob's team begins the work, Bob estimates 6 weeks before they are finished (end of July-mid August depending on start date). The final drawings will be distribute to subcontractors for bids and submitted for permits. The bid and permit process would take to the middle or end of September. Given our Oktoberfest celebration, Mark Hiser would start construction right after that on both the Sanctuary and Fellowship Hall projects. Once construction has started, he estimates 12-14 weeks to complete dependent on need to adjust the construction schedule around church events.

Question 3) Can these two projects be done in phases?

Answer 3) Technically speaking, the two projects can be done in two phases but it would increase cost and time to completion. There is significant overlap in mechanical and electrical for the two projects and there is an economy of scale if we can complete the work simultaneously. My recommendation is not to separate these two projects but combine those efforts.

Question 4) What is the overall timeline (start to finish) for the two construction projects?

Answer 4) The following timeline (estimate) is based upon the premise that Phoenix is hired to move forward as the design and build company assigned to our two projects and also, that the Congregation will endorse both projects moving ahead simultaneously. This is a high-level timeline. Many decisions will be required throughout the process. Those details of questions, concerns, decision points are not within the scope of this current summary.

June 25,2018 – Approval from Leadership Council to authorize Phoenix to proceed with detailed architectural drawings for both projects (approved 6/17/2018)

June 25, 2018 – Bob Overhiser begins work on final drawings

August 6-10, 2018 – Completion of final drawings

August 15, 2018 – Review of final drawing by Leadership Council (if desired). Would request representatives from Facilities and Finance at this meeting or possibly a combined meeting for all three groups.

August 21-31, 2018 – Submit for bids for subcontracting work.

Sept 1-30, 2018 – Finalize total budget for both projects. Obtain permits for construction. As soon as final budget proposal is available, hold congregational meeting to approve funding for projects. I would propose that a meeting is called and scheduled for early Sept.

Oct 8, 2018 – Demolition begins.

Feb 15,2019 – Construction complete. The timeline listed above incorporates a two week break (Dec 22, 2018-Jan 6,2019) from work in the schedule.

Question 5) What plans do you have for the radiators in the Fellowship Hall in regards to this project?

Answer 5) The current plan is to cover the radiators in the Fellowship Hall area. Additional cost for this will be included in the final project budget. Steve Darr expressed concerns regarding covering of the pipes which may limit access (without demolition) to the pipes in the event of a pipe leak / rupture. More discussion is needed on this concern.

Question 6) Is there any duplication of management fees listed in the proposed budget if we do both projects at the same time?

Answer 6) Mark Hiser indicated that there is no duplication of management expenses. Both fees are appropriate as identified in the initial cost estimates.

Question 7) How solid (final) are the current cost estimates?

Answer 7) The current estimate figures are almost a year old. We should anticipate some changes in both line item and final cost. Until the final drawings are sent out and bids received, we will not have a final cost proposal.

Question 8) How will decisions be made regarding the proposed contingency funds for both groups?

Answer 8) The contingency funds listed in the current or final budget are BUCC funds. Approval to spend those funds throughout the project will be approved by LC (or designee) prior to any work being performed. Contingency funds may be used for unanticipated cost (such as hazardous material abatement, broken plumbing, etc) or approved add-on request. Any and all, add-on request will need endorsement and approval in accordance with our BUCC by-laws. Any contingency funds not used throughout the project will be returned to BUCC by Phoenix at the end of the project.

Question 9) How will additional changes / request be addressed if Phoenix is hired as the construction firm for these projects?

Answer 9) The exact process for additional request or changes will need to be identified and specified by LC. There are several request for changes and additions that have come-up during the initial planning stage of these projects. I have listed several that I am aware of below to allow planning for discussion at either the ministry team or LC level or both. I have identified who brought the request forward. Many of these request have not had discussion at the LC or MT level.

- a) Cut-in of Fellowship Hall floor to inspect pipes (S. Darr)
- b) Demolition of office and repair of walls and floor in Sanctuary level exit from elevator (J. Kennedy)
- c) Pull electrical from Fellowship Hall to Lois's Corner for plugs in new area. (K. Lovelace)
- d) Refurbishing of old bathrooms (men and women) in Fellowship Hall area for storage or other purpose (initial Fellowship Hall project workgroup)
- e) Coffee bar area where current serving window is located (K. Lovelace)
- f) Elimination of pass-through serving window in Fellowship Hall (K. Lovelace)

There are other questions regarding the materials used for areas within the construction area. Those questions will come at another part of this planning as we address interior design.

Question 10) What would be the payment schedule if a contract is signed with Phoenix?

Answer 10) Payment (total minus 10%) is expected within 30 days of signing contract. Ten percent (10%) will be retained until project is completed.

Question 11) What concerns do you (Phoenix) have in regards to these two projects?

Answer 11) Mark and Bob expressed concerns with the mechanical and electrical aspects of the jobs. Until demolition is completed, they do not fully know what they may find in an old building such as ours. Taking down the Fellowship Hall ceiling will allow Bob to meet with the M & E team to review plans for conduit and wiring needs. Getting into the Fellowship Hall floor may expose additional problems with the pipes that run through the floor. Mark, Bob, and Steve also had concerns about current changes in our economy. Some of the tariffs put in place recently have started to impact cost of supplies.

I am certain that I have not addressed all of the questions or concerns through this initial meeting. I hope this summary provides some answers and allows for more robust but timely discussions as we move forward. I am happy to take additional questions forward to Phoenix, if the questions/requests are appropriately supported by Leadership Council. I have scheduled a follow-up meeting with this group for Wednesday July 11, 2018. Please submit any additional questions or concerns to me prior to July 11, 2018.

Respectfully submitted,

Ron

2. Email from: Financial Ministry Team chair Jeff Wortman

To: Ron Dechert, John Samford, John Kennedy, Steve Darr, Karen Samford, Ken Tappe, and Shannon O'Reilly

Following discussions and feedback from the congregational meeting Finance has reconsidered the plan to finance the renovations under consideration. Of course this is a work in progress so I expect the plan to evolve but I think this gives us a good framework to work with.

To put things in perspective, Bethlehem has over \$1,500,000 between Memorials and Gifts, McKay Income funds and the Investment account. The estimated cost is currently \$545,000 for the renovations.

We want to break down the funding plan into three components

1. Direct funding from M&G - \$210,000
2. Direct funding from the Investment Account - \$200,000
3. The remaining amount, expected to be over \$135,000 (depending on final costs) will be funded with new donations and if necessary it will be funded by selling church bonds or securing a loan (Cornerstone, Bank of AA, etc.)

This three piece approach will allow the church a cushion to cover deficits for three years at an average of \$80,000 per year and to also leave approximately \$100,000 to cover other building maintenance needs before considering growth from invested funds or other donations. The principle amount of \$543,000 would be untouched as would funds in the Kusterer and Hutzler outreach funds. Ideally we would have used five years reserve to fund deficits however we feel a riskier position should be considered as a vote of the congregation under a worst case scenario could unlock several hundred thousand in principle if no other solution was available.

M & G funding will consist of the funds from Lois H. (\$115,000), as well as gifts from Mary Lou Wenk, Sue Lyon and others.

Investment Account funds of \$200,000 would come from the pool of unrestricted, undesignated funds.

As noted above the remaining amount to be funded will be a capital campaign target for donations. Any gap or shortfall in the capital campaign we propose to address with either a loan of some sort through Cornerstone or Bank of Ann Arbor (BoAA) or by possibly offering church bonds to members. Finance will start investigating the specifics for various loans and or bonds

One other thought to keep in mind is to consider notifying BoAA of the large anticipated withdrawal and ask them to move to a cash position for the \$200,000 so that we secure the cash and eliminate the risk of loss before making the withdrawal. If the project doesn't happen we can reinvest. I personally would like to set aside the cash as the market is entering a period in a calendar year that is typically prone to losses. This last piece needs to be discussed further before we take any action

Leadership Council Meeting Minutes: August 14, 2018 6:30pm

Present: Julie Feldkamp, Shannon O'Reilly, Judy Coucouvanis, Ron Dechert John Samford- President, Pastor John Kennedy, Sue Wortman (by phone for part of the meeting), Kris Lovelace (for Phoenix presentation)

Visitors: Phoenix Contractors representatives and member of the Facilities and Finance Ministries

- *Called to order at 6:30 pm*
- Presentation by Phoenix Contractors about the fellowship hall remodeling and air conditioning projects – Mark Hiser from Phoenix Contractors and Bob Overhiser from The Architects Design Group presented the final construction drawings for the fellowship hall remodeling and the air conditioning installation in the sanctuary and fellowship hall. This was followed by a chance for questions concerning the project.

The meeting then reconvened in the Schmale Lounge.

Motion #1: A motion was made to proceed with Phoenix to move forward with the project and have phoenix start getting subcontractor bid.

Motion #2: Allow Phoenix to start obtaining permits which will be invoiced to BUCC at cost.

These 2 motions were combined into one and passed unanimously.

There are 5 add-ons to the project that have been identified. Ron will ask Mark for estimates on these items:

- Remove the door into the serving area of the kitchen and drywall the opening
- Add a counter with lower cabinets along the wall backing up to serving area where door is to be removed
- Demolish the office on the sanctuary level where you come off the elevator
- Run electrical to Lois' Corner in the back-northwest corner of the sanctuary
- Steve Darr has requested that Phoenix cut up more of the cement floor, so Facilities can check for water leaks

The first three items would come out of the Phoenix budget, the 4th item would be financed by the Education Ministry and the final item would be paid by the Facilities budget or a separate request would be sought for this activity.

After discussion of various dates, LC is going to call a congregational meeting for September 16 or September 23, 2018. The purpose of this meeting is to seek congregational approval for funding of both the sanctuary air conditioning and Fellowship Hall renovation projects.

Pastor's Report:

- Pastor John passed out copies of the book *Creating a Healthier Church* by Ronald W. Richardson. He would like LC to read the book and hold some discussions at future meetings. John talked about the direction of the Church in this decade, where we came from and where the Church is heading and changing going forward. Health in a church comes from believing in themselves and not hanging onto a "personality" that may or may not leave.

The Fall Leadership Retreat is set for Saturday, September 29th from 9:00 am until noon. LC discussed ideas for the theme of the retreat, including basing in on the book we received tonight or communication. The work 'joy' was brought up several times and it was agreed that the retreat needs to have a positive theme, such as creating joyful celebration.

- Leadership Council is in favor of holding the retreat as originally planned and John Samford will start working on a program.

How should we proceed with pastor reviews? When should they be, what format and what metrics should be used? John Samford suggested forming a task force to work on the structure for these reviews. We will discuss this further at an upcoming LC meeting.

We have a new parish administrator, Mary Cantor, who will be starting next week. Donna will do some training with her, and Carol will come back for a few days to work with Mary.

Meeting was adjourned with the Lord's Prayer

Minutes submitted by Shannon O'Reilly

FACILITIES MINISTRY TEAM – BETHLEHEM UCC
Meeting Minutes of August 20, 2018

Present: Steve Darr, John Irwin, Tom Ziesemer and Michelle Loukotka, Mary Cantor

Absent: Ron Dechert, Rev. John Kennedy

The meeting was called to order at 4:33 pm. The 7/9/18 minutes were approved with no changes.

JULY FINANCIAL REPORTS:

The total Facilities budget is @ 65% - slightly over the perfect 58%. Emergency repairs were charged \$1400.00 this month for the deposit on the windows to be installed in the art room; that brings it to 70% of budget. The other \$1,400.00 for the deposit was charged to Maintenance & Repairs. No expenditure has been made yet for lawn care.

OLD BUSINESS

1. LC approved Phoenix Construction to apply for the permit & seek bids for the proposed renovation of the Fellowship Hall & air conditioning of the sanctuary. Steve anticipates they will have final numbers in about 2 weeks & a date will be set for the congregational meeting in late September.
2. The 1st floor women's restroom restoration is behind schedule. Tiling will be done this week.
3. Butcher & Butcher repaired another area of the medical closet flat roof. John reported that they spent a lot of time & everyone is hopeful that it is finally fixed.
4. The parsonage repairs on the master bath, the attic insulation, & the ridge cap & vents have been completed. There is an exhaust fan in the attic that still needs to be wired. We need to check with Pastor John as to whether Margolis has done a quote for work on the patio pavers.
5. Mullins installed the concrete bumpers on August 7th. When we receive the bill we will invoice Dr. Sandweiss for 42% of the sealing & bumpers on the lot on the north side of the church.
6. The window replacement in the office has been completed. McKay funds will be used to pay for that.

7. The windows for the art room & classroom B are taking longer to build than anticipated. The project is scheduled for November 5th.
8. Mary will contact Lance at Precision Climate about scheduling the second repair on the condensate pump. They are backed up with A/C repairs.
9. The Rental task force meeting was rescheduled to August 30th.
10. Facilities will review the calendar list that Carol compiled to keep up with the maintenance tasks throughout the building.
11. Lois's Corner has been approved by LC. Education Ministry is undertaking this with the money left to them by Lois Haessler. They have chosen furniture & carpet & are in the process of purchasing those items. The installation has not been scheduled yet. All except the last pew in the NW corner under the balcony will be removed. We may need to hire someone to move the pews.
12. John Irwin will contact our insurance company regarding the advantage(s) & what their recommendation would be about installing a lightning rod and/or other protection for the church. We will also investigate the cost for this.
13. There was no discussion specifically about a smoke detector and/or fire alarm for the attic above the sanctuary.

NEW BUSINESS:

1. Tom Ziesemer will contact 1 on 1 with a deadline for them to come and pick up their equipment from the gym & the locker room they used for storage. If they fail to pick it up, we will dispose of it.
2. We will investigate insulating the attic above the sanctuary & the gym again. We feel it is most important in the sanctuary to make the air conditioning work efficiently. We will keep Jim Stadel's request to keep the light bulbs visible. The meeting was adjourned at 5:45pm.

NEXT MEETING: Monday, September 10th at 4:30pm.

Respectfully submitted, Michelle Loukotka

Member Care Meeting Minutes

8/20/18

Attendees: Jenny Foster, Judy Coucouvanis, Mary Jean Raab, Gary Maki

Absent: Sue Buday and Jacquie Katz

We shared a devotional about compassion that leads to action, demonstrated in the story of loaves and fishes in Mark 8:1-10. If anyone has a devotional to share at the next meeting please let Jenny know.

Old Business

Prayer card update - The Welcome team is planning to make the new card available during the service starting on Rally Sunday. They also want Member Care to assist with greeting parishioners after the service. Jenny will reach out to Kurt to see if another meeting is planned to finalize details before that Sunday.

Parish nurse meeting update - Jenny met with Julie Seitz and Sandy Talbot from First Presbyterian. Sandy shared details about her role as Parrish Nurse at First Pres. She also shared how Stephen's Ministries is working at their church and some of the programs they have. Mary Jean asked Jenny to follow up on what the salary for a part time parish nurse is at First Pres. Jenny will follow up with Nancy and report back to the group.

Attendance sheets - Mary Jean and Jenny will continue to receive large printed sheets from the office. Everyone else is fine with only receiving an emailed copy. We plan to discuss the attendance information in more detail at our October meeting. Mary Jean will sort the reports like she did this past Spring so that it will simplify the review process. We need to develop a set of criteria and method for contacting non-attendees. We may consider a mailing to non-attendees highlighting upcoming events at BUCC and encourage them to participate.

New Business

Coordination of rides for Sunday Services - Jenny will put something in the Visitor to see if members need rides to church or if there are members who would like to offer rides. Tim Schenk has been a driver on the 3rd Sunday of every month. We need assess whether there is a need for transportation and how to provide it. Gary is going to contact Rick Stites (past coordinator) to get more information on how things were handled under his leadership. The previous Member Care group looked into transportation for members and it was tabled because of insurance concerns and liability issues. Judy suggested that we consider adding funds to our budget request next year for potential transportation costs.

Future presentations for our membership - Gary mentioned that a presentation on planned giving would be a great topic for a presentation. Gary wrote information on planned giving for our website but it has never been formally presented to our members. It may be worth checking in with Ken Tappe or Jeff Wortman from Finance about a possible presentation. Mary Jean also suggested reviewing the First Methodist Church website for information on their planned giving initiatives. Jenny reached out to Julie Seitz to see if she can give a preservation on advance care directives. Jenny will add something to the Visitor to get feedback on desired presentations from the congregation.

Small groups - Jennifer Vasquez is looking into starting groups. It was suggested that we check in with her to see where they need our support. Mary Jean added that any small groups should not be "closed groups".

Jenny will submit an article for the Visitor from the Member Care team this month.

Judy gave us an update on the plans developed by Phoenix for the Fellowship room. There are variations on the plans with varying bids. They expect to present something to the congregation by mid-September. Judy also shared plans to create Lois's corner in the back of the sanctuary. Pews will be removed and a comfortable and open area will be set up for families and elderly members to utilize during the service. She also reminded us of the leadership retreat on the morning of 9/29. Leadership is using the book "Creating a Healthier Church" as a resource for planning the meeting. The location for the retreat is still to be determined.

We closed with the Lord's Prayer

Meeting adjourned at 5:30 pm

Next Meeting - Monday, 9/17/18 at 4:00 pm in the lounge. We plan to discuss the status of Stephen's Ministries and rejuvenating the Bethlehem Friends group. Jenny will invite Pastor John and Vicki Hoxie to attend our meeting.

Fellowship Ministries Minutes August 13, 2018

Attendance: Jan Eadie, Kris Lovelace, Sue Muir, Kathy Warner, Jane Ziesemer

Meeting was called to order at 10:00 a.m.

1. October 5 – Oktoberfest
 - a. We are only selling 230 tickets. They will be sold on Sundays after each service and at the office during the week. We are asking for payment at that time. Tickets may also be reserved by calling the office. Tickets go on sale September 9. Donna and new church administrator will handle ticket sales at the office.
 1. Beer and Wine - 1 ticket = \$4.00 and no refunds if not used. (Leftovers beer and wine will be bought back. Bob Loukotka is facilitating the purchase). Carol Leyshock took care of the license to sell before leaving.
 2. Pretzels – will have their own cash box and no ticket necessary. Will buy right at the table.
 - b. Menu – Brats/Hot Dogs (large), German Potato Salad, Spatzen, Sauerkraut, Chips, Pies (need 29), Water/Lemonade, and Beer and Wine. We will use a 16oz. cup but fill to 12oz. for the beer and a 9oz. cup but fill to 6oz. for the wine.
 - c. Sign-up sheets will go up September 2 for Dining Room Set-up, Dining Room Monitors, Parking Attendants, Welcome Hosts, Window Servers, Pies, Pot Scrubbers and Clean-Up.
 - d. Fliers (Sue Muir) will go up before September 2
 - e. Serving time will be from 6 – 7:30. Beer and wine – 7 – 8:15
 - f. Kitchen Coordinators are Bob Walker and Paul Marshall. Harriete Holzapfel will coordinate the Spatzen makers on Thursday, October 4 at 1:00 p.m.
 - g. Jane and Kurt Schmerberg will grill beginning at 4:30 p.m.
 - h. Place a sign at the serving window telling folks what their meal ticket includes. Tom to work on this.
 - i. Music – This year we are using a CD player for German music to start the evening. There will be no band this year. Conversations were hard to have around tables so we thought we'd see how it goes this year with just CD use.
 - j. Proceeds will go to Fisher House.
 - k. Jane and Tom will purchase all paper products, cutlery and condiments.
 - l. Selling Tickets/Announcements – 9th – Jane, 16th Kris(tickets only), 23rd – Jan, 30th - Sue M, Sue Irwin will announce at all 8:30 services and sell tickets following.
2. Upcoming events:
 - a. Hops and Hallelujahs – Connor O'Neals – 6-9 p.m.
 - b. The Veteran's luncheon this year will not take place if renovations begin in the social hall.
 - c. November 30 – Live Nativity – we will once again provide hot chocolate
 - d. December 1 - Christmas Decoration
 - e. January 5 – De-Greening
3. Brief discussion regarding small group concepts. Jennifer Vasquez contacted several folks and asked if they would be interested in discussing this. Fellowship is on board to assist.

The meeting was adjourned at 11:30.

Bethlehem United Church of Church
Youth and Young Adult Ministry Team Minutes
August 21, 2018

Present: Katie Rowan, Lily Tinker Fortel, Julie Feldkamp

YOUTH GROUP

Calendar and Youth Newsletter

Lily shared a newsletter and list of fall dates that has been distributed to the youth. The fall season will kick off with a potluck on Sept. 6.

Crop Walk - Sept. 30

Lily reported that it was decided after discussion with Pastor John and Tom Zeismer that there would be a push for greater participation in the Crop Walk this year. Lily has invited interested youth to be a part of a planning committee for the event. Katie has also agreed to be part of the committee.

Youth Room Improvements

Lily has involved the youth in plans for improving the youth room. This will be a year long project. The hope is that youth, their parents, and members of the congregation will help to execute the improvements. Phase I will begin this fall with painting one area (where the couches are currently) and making it more cozy and inviting. Phase II will make the area with the tables into a flexible space for board games and eating. Phase III will create a coffee house/stage/movie area. Phase IV will include a remodel of the kitchen area. Lily will create a budget which will include the purchase of nicer tables and couches in addition to other needed materials.

Walk & Talk

The monthly "walk & talk" for the youth during worship has been successful in drawing youth attendance on these Sundays. Lily would like to join this outing and guide their discussion to connect with that particular Sunday's worship themes.

Meals for Thursday Youth Group

We are hoping to involve more individuals and groups in providing dinner for the youth group on Thursdays. Parents will be asked to sign up at least once each semester. We are hoping to fill up to 8 slots per semester by asking groups within the church such as Leadership Council and Ministry Teams, as well as other existing groups, to provide a meal and then enjoy fellowship during meal time with the youth. Katie will investigate using the Meal Train online sign up for this purpose.

Focus on Service

In conjunction with the congregation's support of the Poor People's Campaign, the youth will be introduced to various service opportunities. These will include the school supply drive, Crop Walk, filling ziplocs with snacks for distribution as needed to those in need by the BUCC office, possible volunteer opportunity at the Food Gatherer's warehouse Carrot Way.

YOUNG ADULT

Habitat for Humanity Work Days

Young adults will be especially invited to participate in 2 upcoming Habitat for Humanity work days: Neighborhood Clean Up Day Sept. 15, 9 - 4 in the West Willow Community

Build Days Oct. 5 & 6, 9 - 4 in Ypsilanti

Fellowship Opportunities

Young Adults will be especially invited to Hops and Hallelujahs. We will also explore attending a concert at the Ark in November.

Communication

We discussed what might be a better way to communicate with this age group. Email surveys/communications have not produced many responses. We will try to expand to using various social media platforms.

LILY'S SCHEDULE

Lily will be beginning Clinical Pastoral work at the University of Michigan. The team expressed a desire to help with any tasks needed due to her busy schedule. She will know more specifics about her time commitments after an initial meeting for her program on Sept 10.

WEBSITE YOUTH PAGE

Katie volunteered to write up a draft for additional content for the youth page on the website. Lily can provide pictures.

ADDITIONAL TEAM MEMBERS

We are hoping to include a new member at our next meeting. Katie will also approach a prospective new young adult member.

NEXT MEETING

We will schedule our September meeting as soon as Lily knows her schedule.

Submitted by Katie Rowan, Chair

Rental Task Force Minutes

August 30, 2018

Present: Tom Zieseemer and Shannon O'Reilly

The meeting was called to order at 7:05 pm

Rental pricing review for single event rentals:

- A draft copy of the rate sheet has been included with these minutes.
- We have 2 pricing schedules from Carol Leyshock, one for general building rentals and one for concerts and recitals. We are combining these into one document.
- Pricing has been tweaked with small changes.
 - Per rental rates have been changed to a time period of 1-4 hours
 - For rentals other than the sanctuary, each additional hour to be billed at 25% or room rate
- Member rates will only be offered to "active" members.
- We discussed a straight per-hour rate for rental of the Gallery, the Library or classrooms, but this has not yet been reflected in the rate sheet.

We discussed creating a document like the "wedding booklet" that can be made available on the BUCC website that would include:

- Pricing schedules along with a description of the rooms. Pictures can be included with this document.
- Procedures to book rentals. This would clearly include deposit and final payment schedules, even though it is also listed at the beginning of the pricing schedule.
- A document detailing building rules. We have a couple of documents that Carol supplied to the task force that we can pull this information from.
- All forms necessary, such as rental application for both general building rentals and concerts and recitals, release and indemnity forms, and coach and parent acceptance forms.
- Cancellation and refund policies that could include full refund if cancellation is 7 or more days before event date, or less 50% of deposit if cancelled after final deposit is made but before event date.
- We are taking out the lines about the non-profit and member rates being at a percentage of the rental rate since we are listing all in the pricing document.
- We are taking out the line about the parish administrator having discretion in charging rental fees and Leadership Council voted earlier this year to put the rental pricing under LC and take the responsibility off the parish administrator.

Procedures for rental"

- Prospective candidate or group would review rental information on website.
- Contact church parish administrator to book rental and review needs of rental and proper forms to complete. Review schedule of deposit and final payments. Event will not be held on the calendar until deposit is received.

Tom will see if he can get us a copy of the general rental application from the church office.

Long-term rentals require different procedures and pricing needs to be negotiated. We see the process on these types of rentals as follows:

- After applicant has contacted the church office with their rental requirements (space, times, equipment of special needs), it will go to the Facilities Ministry to see if our building can accommodate the rental request.
- Leadership Council will have final approval of rental, including rates and whether we feel this is a good fit for our building and congregation. LC will also advise the Finance Ministry of rental opportunity and proposed rental rate.
- Suggested rental fee goes back to the renter.
- With the gym rental by John Roche, we proposed a rental fee if he rented month-to-month, and a lesser fee if he was willing to sign a 12-month contract. The task force would like to see this continue as a negotiation tool for future long-term rentals
- We need to determine if a long-term rental should be under a contract or a lease. This came up a few years ago when we had our outside audit. Shannon will contact Jeff Wortman to see which document the auditor suggested we use.

Submitted by Shannon O'Reilly