

Leadership Council Meeting Minutes: October 9, 2018

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

Absent: Kris Lovelace

- Opening Prayer –Meeting opened at 6:30 a prayer by Pastor John
- Report from Pastor John
 - Continuing visitations
 - Preaching at Brecon monthly
 - Stephen Ministers – 3 of the 4 Stephen ministers have been paired with people in need
- Phoenix Project report – Ron Dechert, Lead
 - Ron Dechert, John Samford and Jeff Wortman met to finalize the September 23 Congregational Meeting to ask congregation for approval of the Phoenix Project and approval of the funding proposed by Finance Ministry
 - This project was approved at the September 23 meeting
 - Waiting for paper work from Bank of America for loan and permits in order to start the work
- Reports from Ministry Team liaisons
 - Facilities – Facilities Ministry team has spent almost all of their budget for this year
 - Other ministry teams had nothing to report beyond the minutes included in the Leadership Council packet
- Overview of events in BUCC congregational life for the next 9 months
 - John Samford distributed a timeline to clarify dates for a short, 5 month budget during the transitional period when the church fiscal year will move from an ending date of December 31, 2018 to a new starting date of June 1, 2019. [See the attached Excel spreadsheet.]
 - Jeff Wortman, John Samford, and Brian Paton will meet to revise the necessary wording in the church by-laws in order to change the dates of the church fiscal year, election of officers and any other wording to the current by-laws necessary for this calendar change.
 - John Samford distributed a draft letter to the congregation announcing a congregational meeting to take place November 11 which will allow members to vote to approve changes to our current by-laws and to pass 2 motions which will facilitate and clarify the transitional 5 month period between our current fiscal year, ending December 31, 2018 and our new fiscal year, starting June 1, 2019.
John will make the changes suggested at this meeting before sending this letter.
 - John Samford also distributed to LC another draft letter to be sent to the congregation regarding our Stewardship Campaign. It was agreed that this letter would be sent to members under a separate mailing from the November meeting announcement mailing so as not confuse people with too much information at the same time.

- Interfaith Round Table Thanksgiving Service to be held at Bethlehem on November 18 at 7:00 pm
 - Sue Wortman volunteered to find greeters/hosts to welcome people coming in and to direct visitors and to find volunteers for set up and clean up
 - Shannon will see about getting volunteers to make cookies
- Luther College Nordic Choir from Minnesota will be performing at Bethlehem February 2, 2019
 - After discussion, LC decided not to charge the choir for using our sanctuary as performance space
- Quarterly review of budget
 - Brief discussion

Meeting was adjourned and ended with the Lord's Prayer

Finance Ministry Meeting Proposed Agenda – October 11, 2018

AGENDA

- 1) Call to Order 7:00 pm, Attendees: Karen Samford, Shannon O'Reilly, Ken Tappe, Pastor John Kennedy, and Jeff Wortman
- 2) Review and Approval of previous minutes. *Approved*
- 3) Financial Review for last month
 - a) Overall it appears that our deficit will be less than planned in the 2018 budget. We have lost the planned revenue from Parking Lot Pretzels but have a substantial improvement in rental income over the original plan. Expenditures are running slightly below expected levels
- 4) Reconciliation for last month *Not done yet- last month's results had just been released*
- 5) Phoenix Update
 - a) Awaiting Loan approval, Construction starts Nov 22, with contracts signed
 - b) Very Important process to follow with Sworn Statements and Lien Waivers
 - c) UPDATE: We closed on the loan with Bank of Ann Arbor on November 1. Processes are being developed and documented in conjunction with BoAA on how to handle request loan draws, loan interest payments, and payments to the contractor
- 6) Planning and Implementation of a new fiscal year
 - a) Vote planned for Nov 11, Jeff is preparing presentation for the congregation meeting
 - b) Quicker, shorter process to develop 5 month budget
 - c) Stewardship for 5 month period
 - d) In the future Elections, annual reviews, and budget presented between May 1 and June 15.
- 7) Budgeting for 2019 – We want to expedite and simplify our budgeting process for the upcoming 5 month fiscal year. *FMT will work with Betty Clark to breakdown what our expenses were for the first 5 months of 2018 – and/or look at our 2018 budget for Jan – May with a few small adjustments such as taking out parking lot pretzels, or adding in the Roche gym rent. To expedite the budget process FMT will meet with each group to review and capture anticipated variances from 2018.*
- 8) Audit – selecting an auditor
 - 1) *We have 3 names from Betty that Knox will be investigating but instead of waiting for them, Karen will call and make some inquiries. At this point we do not expect to get the audit started until after the end of tax season.*
- 9) Leadership Council Update - *Reviewed the steps necessary for the fiscal year transaction and the timeline of congregational meetings and stewardship campaigns. Interfaith Round Table will hold an inter- denominational Thanksgiving service at BUCC on 11/18/18 at 7pm and looking for volunteers to be ushers, greeters or other positions as needed.*

10) Pledge Envelopes

- a) We have added a monthly envelope to support the capital campaign to support the renovations to the Fellowship Hall and Sanctuary
- b) *Capital campaign. How much, what time frame. Ken suggested we try to raise loan plus interest, publish what we want to raise and how long will it take us. Use a thermometer to show progress. Updates on the capital campaign during the services to keep people apprised of progress.*

11) New M&G Fund proposed for Outreach (none exists) -- *Outreach has not had any place to put donations coming in. Betty had been keeping track of some donations that came in but there was no place in M&G to post these donations. Finance has approved the creation of this fund to be managed by Outreach.*

12) Unbudgeted Funding Requests –

- a) The submitted unbudgeted funding requests gave the appearance of committing funds before funds were approved. This was due to spending in process consistent with the budget, but spending was supplanted by unexpected emergency/urgent repairs. Karen Samford work with Facilities to resolve and resubmit the funding requests over the subsequent week.
- b) Repair/Replace Basement Windows in Art and Sunday School (Classroom B) Rooms. \$2499, Feldkamp Trust Fund Income proposed *Facilities was planning on using their budget so ordered the windows. Then emergency repairs came up with leaks in the roof. Facilities sent an unbudgeted request for the windows, but the proper procedure would be to hold the money in the budget committed to windows and then ask for an unbudgeted request for the repairs in the roof leaks and boiler issue*
- c) LED Lighting Request - \$640, Feldkamp Trust Fund Income *it appears this has already been ordered before approval. Pastor John is willing to pay from McKay. We want to make sure the proper process is followed and not circumvented. Karen is coordinating the adjustment to the request*

10) Next Monthly Meeting Date – November 8

11) Adjourn – 8:45

FACILITIES MINISTRY TEAM—BETHLEHEM UCC
Meeting Minutes of October 16, 2018

Present: Steve Darr, John Irwin, Tom Ziesemer, Michelle Loukotka, Ron Dechert, Mary Cantor, Rev. John Kennedy

The meeting was called to order at 3:52 pm. The 9/10/2018 minutes were accepted as printed.

SEPTEMBER FINANCIAL REPORTS:

The total Facilities budget is at 73%; this is in line for starting the last quarter of the year except that we still have not been billed for any lawn care for 2018. At the request of Finance, the unfunded budget request for Vedder's installation in the office entry area & 1 case of LED bulbs was withdrawn. M&R will be charged \$465.00 for the LED bulbs & Emergency Repairs for the \$175.00 LED in the office. A new request has been made to cover the roof repairs done over the medical closet & gym. We approved that payment of \$1,920.00 for the parsonage master bath be restored to the Women's restroom renovation funds. We will make an Unbudgeted Funding Request to cover this expenditure.

A question was raised about where the gifts that have been given in addition to the bequest for the sanctuary AC have been placed. They don't appear in the Sanctuary Restoration Fund.

We encourage Finance to once again highlight the program available at Kroger, Busch's, & Meijer's whereby they can direct a percentage of their expenditures to the church.

OLD BUSINESS:

- 1, Phoenix is slated to start demolition in the FH on 10/23. Facilities will remove items from the storage room & the FH this week. Tommy & John I. already removed 27 diffusers from the FH lights for use in the Youth Room.
2. The first-floor women's room reno is almost complete. They are waiting for mirrors to arrive. There are some bills still outstanding.
3. The bill of \$2,925.30 for the last roof repair will be paid from Emergency Repair funds.
4. The creation of Lois's Corner is proceeding. Furniture is expected to arrive by mid-November. Five pews will be removed from that corner of the sanctuary. Those pews will be made available to members if they are interested. During this project Education Team has also asked that handicapped seating be made available in the Sanctuary. Facilities has asked that LC study this request & made a recommendation.
5. The basement windows are scheduled to be installed on November 26th. We made an unbudgeted fund request for \$2,449.00. We anticipated using Emergency Repair funds to cover this but the balance in ER has been depleted by other expenses in the meantime.
- 6, Twelve new outlets have been installed in the Youth Room & Jesse will replace the current deflectors with those salvaged from the FH.
7. Ron will not be returning to the handyman job. To date we have not found anyone to replace him & we anticipate leaving the position unfilled through the end of the year. It appears that we may need the funds remaining in the budget line for other purposes.
8. John I. looked into the savings that would be gained by replacing the gym lights with LED. If the quoted costs were incurred, it would require 9 years to break even. We will look at this again in February to see if we could lower the installation costs by doing some of the work ourselves.
9. Mary will do a rough inventory of the One on One equipment stored in the gym & send that with the letter requesting that they remove the equipment or forfeit it to BUCC.
10. The screens stored in the basement can't be latched into the YR windows without some retrofitting. This will be investigated further.

11. Ken Cook Plumbing will provide an estimate to repair the garbage disposal in the kitchen.
12. Chuck Hookham did not appear at the Solar Project meeting 10/3. Tom & John I. met with Kurt Schmerberg; Kurt is looking at the LLC funding possibility. This idea will be sent to LC for possible approval; if they set it as a priority, it will be up to them to form a group to pursue it.

NEW BUSINESS:

Per John Samford, Jim Stadel suggested that the FH sound system should be replaced while the ceiling in the FH is open. He requested that Facilities investigate this. Ron Dechert pointed out that the process is for Jim to bring a bid to [Facilities?] & for Facilities to submit unbudgeted funding request to Finance for approval.

2. Two display cases from the FH were donated to Fresh Start non-profit. There are still 2 from SERVV & 1 from Archives that need to be disposed of.
3. Dr. Sandweiss complained about people gathering at night in the north moat. None of our lights around that moat are working. We have contacted Vedder's for a quote to replace these lights. The Police Department was contacted; they will make a designated patrol of the area. Pastor John has authorized them to remove people from the moat. The Police are aware of drugs being dealt in the area & there is an ongoing investigation.
4. A suggestion had been made that we salvage the grid & ceiling tile from the FH for reuse in the basement music room & hallway. Steve advised that it would not be a prudent move; it would be too expensive to rework it.

NEXT MEETING: Tuesday, November 6, 2018, 4:00 pm.

Meeting adjourned at 5:35 pm.

Respectfully submitted,

Michelle Loukotka

Member Care
Minutes
10/15/18

Attendees: Jenny Foster, Jacquie Katz, Mary Jean Raab, Judy Coucouvanis

The meeting opened with a devotional.

Leadership Council Update - Judy C.

Volunteers are needed to help with the Interfaith Roundtable Service on 11/18/18 at BUCC. Doors open at 6:00 pm and the service starts at 7:00 pm. If anyone from Member Care can help with ushering or cookie donations, let the office know.

The Luther College Nordic Choir will be performing in Ann Arbor in February and host families are needed. Let Thomas know if we can help.

The Finance team is looking to transition the coordination of Member Time and Talents to another Ministry team. We discussed whether Member Care would be willing to take on this responsibility. Judy is going to let Leadership know that we are willing to learn more about what is involved and be part of a task force if one is formed.

We discussed the upcoming Congregational meeting about the recommended change to the By-laws regarding the budget. We will have to prepare a 5 month budget by January. In March, we will begin building a 2019 - 2020 program year budget. The Budget will be presented at a meeting on 4/27/19 at 9:00 am. Budgets will be approved in June 2019.

Membership Attendance Review -

Mary Jean worked with Karen Samford to sort the attendance data into different categories recent lapsed, lapsed, active, over 80 years old, young adults and new joins.

We focused on reviewing the list of recently lapsed members - 48 people. Recent lapsed members are those members who may have attended services within the last year but did not attend in June, July and August. We plan to share the lapsed list with Pastor Kennedy for guidance and follow up to specific members.

We did not have time to review the other lists but plan to connect with Welcome on new member involvement/assimilation, Youth and family on young adults, and Bethlehem Friends on the 80 plus list in preparation for our 2019 membership review.

We also discussed the need for involving interested members from the congregation in ministering to inactive members. Effective training would be required to carry out this ministry. Mary Jean offered to look into potential training programs.

Next meeting: 11/19/18 at 4:00 pm in the Schmale Lounge.

Bethlehem UCC Welcome Ministry Minutes

October 17, 2018

Attendance: Kurt Schmerberg, Paul and Barb Marshall, Gary Kade, LC Liaison Kris Lovelace.

Meeting was called to order at 5:15 PM. Opening prayer from Kurt.

- 1.) Minutes Approval – MOTION was made and SUPPORTED to approve the minutes of our last meeting. MOTION CARRIED.
- 2.) Prayer/Praise Card Review – The cards are being used and we asked Donna to make a new supply. We changed the format so they are shorter but wider to fit better in the pew racks. We will continue to monitor use with Member Care.
- 3.) Welcome activities after the 10 AM Service - We have had a good response from visitors who elect to come forward to the chancel after the service to meet with Pastor John and the Welcome team. We will make an effort to have pretzel gift bags available for the Member Care Team at the Narthex to give to visitors who do not elect to come to the chancel.
- 4.) Interfaith Thanksgiving Service – Kurt relayed Leadership Council’s request for member participation at this Service. Kurt will be here and working soundboard, Paul and Barb will attend to assist with welcome and ushering. Kris indicated that Sue Wortman is taking lead on usher/welcome recruitment. Kurt will communicate with her regarding our planned assistance in this area.
- 5.) Electrical Bill for Information Monitor Move – Kris explained that in order to install the automatic door opener for the renovated Woman’s bathroom; the information monitor needed to be moved. Vedder Electric also indicated that the wiring was incorrectly done when it was originally installed. The cost to correct the wiring and move the monitor is \$336. MOTION to Approval the expense from the Welcome Ministry Church Growth and Evangelism Misc. Budget. SUPPORT. MOTION CARRIED.
- 6.) City Guide Advertising Review – Kurt circulated the ad copy in the City Guide for review of the committee.
- 7.) Small Group Ministry for New Members- Gary reported on the meeting he and Della hosted for recent new member families. Two couples attended. Gary thought it was an effective way to connect and familiarize the new couples with Bethlehem church.
- 8.) Information Cards for prospective members - Barb wrote a brief overview which can be printed on the back of the BUCC photo postcard for use. She will get with Donna on their production.
- 9.) Living Nativity – Paul will talk to Ziesemers and indicate the Welcome Team’s willingness to assist with hospitality expenses. We could fund the purchase of donut or pretzel and hot chocolate supplies. Also we will resupply the Gift Bags (approx. 50 to 75) for distribution during the event.
- 10.) Kurt will investigate local public school Playbill advertisements. Kris indicated she will make contact with her son who is as Skyline for information.
- 11.) The content of the proposed Welcome Packet was briefly discussed. Given the hour, the Team elected to schedule a special meeting for the sole purpose of reviewing this information. Meeting is scheduled for after 10AM worship on Sunday 10/28/18.

Having no further business the meeting adjourned at 6:30 PM with the Lord’s Prayer.

Respectfully submitted,

Kurt Schmerberg,

Welcome Ministry Chairperson

Bethlehem UCC Welcome Ministry Minutes

October 28, 2018

Attendance: Kurt Schmerberg, Paul and Barb Marshall, Gary Kade, LC Liaison Kris Lovelace.

Meeting was called to order at 11:30 AM.

- 12.) Due to Thanksgiving our next *regularly scheduled* meeting will be November 28, 2018 rather than November 21st.
- 13.) We reviewed the overview prepared by Barb for the back of the Postcards. Looks great. Barb will ask Donna to print 100 cards; 75 for the Gift Bags for Living Nativity and 25 to have at the Welcome Center.
- 14.) We looked over sample materials for a proposed Welcome Packet Information Folder. The committee elected a smaller folder with embossed lettering on the outside. We would like it die cut so business cards could be attached to either side of the inside material flaps. We felt five items (sheets) of information were all that we wanted to include:
 - a. Welcome Letter from the Pastor - Kurt will write a draft and seek Pastor John's approval of the wording.
 - b. Brief History of BUCC – Gary will edit the current version.
 - c. History of UCC – Kris will review and consult with Lily regarding content and context.
 - d. Photo Postcard with ministry descriptions on back. – Barb has already prepared.
 - e. Follow-up Contact / Information card. Paul and Barb will revise with Donna.
- 15.) We discussed placing a laminated Welcome – Information Card in the Pews offering basic information regard the church. Card would have location of bathrooms, fellowship hall, coffee connection, etc. We will review content for this at our next meeting.
- 16.) We also discussed authoring follow-up letters from the Welcome Team to visitors: Letters thanking them for attending; Joy of Belonging; Spiritual Development opportunities, etc.
- 17.) We agreed that we should meet again next Sunday after 10AM worship to report progress on our current project and further discuss next steps.

Having no further business the meeting adjourned at 12:45 PM with the Lord's Prayer.

Respectfully submitted,

Kurt Schmerberg,

Welcome Ministry Chairperson

Bethlehem United Church of Christ
Youth and Young Adult Ministry Team Minutes
October 25

Present: Katie Rowan, Lily Tinker Fortel

Youth Group

Youth Group had a busy and fun month. Activities included the Escape Room game, learning about world wealth distribution, participating in the CROP walk, and the Halloween lock-in.

The Youth are planning fundraising efforts to support Michigan Helps in their efforts to install stoves in Guatemalan homes. The first project was to make ghost tootsie pops for purchase at coffee hour.

November activities will include Hops & Hallelujahs, a maker's night, service project, a breakout box activity, Christmas decorating, and participation in the Living Nativity.

Phase I of the Youth Room improvements is complete. The new "comfy area" has new paint, carpet, furniture, and lighting. Phase II will be coming up in January.

Young Adult

Possible activities are attending the play Flint presented in April by the UM Department of Music Theater and Dance, and participation in a local Habitat weekend project.

Submitted by Katie Rowan, Chair