

## **FACILITIES MINISTRY TEAM – BETHLEHEM UCC**

### **Meeting Minutes of November 6, 2018**

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

The meeting was called to order at 4:05 pm

Minutes of the 10/16/2018 meeting were approved as printed.

#### **OCTOBER FINANCIAL REPORTS:**

Emergency Repairs was charged \$335.00 for repairs to the lights at the moat on the NE side of the building. When Vedder's did the work the wall mount bracket broke; they ordered a new bracket and will install it at no charge. Both the M&R and Emergency Repairs funds are nearly depleted. The McKay funds report was not ready because our meeting is a week ahead of the norm. The Heating/Cooling Fund [00020120] that we identified last month was started in 2016 to support repair of the boiler and pipes over several years. Facilities team has been budgeting \$15,000 per year to undertake these repairs. Based on that information we have requested that the \$1,114 balance be transferred to the M&R fund.

#### **OLD BUSINESS:**

Steve reported that demolition in the Fellowship Hall [FH] has been completed and the concrete has been cut out for the plumbing in the new restrooms. Asbestos abatement was done at Time & Materials. We will be billed \$58,612.99 for the work done in October. Ron had figures for the three projects that were requested after the initial bid had been completed. (1) Changing the mullion in the double door from the FH to the foyer leading to the elevator [so that it can be temporarily removed if necessary] is bid at \$7,240. That includes automatic door openers that we had not requested so it should come in at a lower cost. (2) The flooring from the elevator on the FH level to the terrazzo floor in the foyer is \$5,691. Rather than being able to put new flooring over the current ceramic tile, the tile must be removed in order to have the floor at the proper level at the elevator. (3) The lobby outside the elevator on the sanctuary level is \$11,641. Each of these is a separate capital fund that will not require congregational approval.

Pews have been removed from the sanctuary where Lois's Corner will be located. The carpet is to be installed 11/15/18 and furniture delivered and placed on 11/16/18.

Mary sent a registered letter [including photos and an inventory] to 1 on 10/31/18 requesting equipment be removed by November 5. To date no proof of delivery has been received from the USPS. A louver in the sanctuary attic can't be closed and heat is being lost. Vedder will restore the power. Jim Stadel has not received a quote from Tel Systems Co. re: updating FH sound system during renovations. Steve will give him information on another company to contact.

Brad advised on 10/24/18 that he is preparing an invoice for lawn care.

Precision repaired a boiler pump and a pipe nearby, charged: \$1,550. They also repaired a leaky pipe in the pantry that developed after the boiler was turned on, charges not known.

A new leak in the SW sanctuary roof and a continuing problem on the landing on the gym level has been identified. George Frisch will have B&B check.

The renovation of the women's restroom near the office will be finished at a cost lower than the \$30,000 approved by the congregation. We cannot consider those funds as being available to use toward refurbishing the adjacent men's room. Kris Lovelace is working to put together a budget for that project. When she finishes appropriate approvals will be sought.

**NEW BUSINESS:**

Jeff Wortman and Karen Samford joined us to discuss putting together the 5-month budget for 1/1-5/31/2019 if the congregation approves the proposed change to a fiscal year of 6/1-5/31 in the future. Jeff suggested tweaking the expenses of 1/1-5/31/2018. The major work will be necessary to do the budget for 6/1/2019-5/31/2020.

There continues to be problems on Tuesdays when the AAYC participants are picked up following rehearsal. The parents fill up the driveway of the parking lot and continue down 4<sup>th</sup> Ave. and Packard to 5<sup>th</sup> Ave. This is a violation of the emergency vehicle code. We will suggest that they park temporarily on 4<sup>th</sup> Ave. and come into the church to meet their children.

We identified these Capital Spending items to be recommended for the 2019 budget. Change the lights in the Youth Room and the remainder of the office to LED. Replace the windows in the music room on the basement level. Add air conditioning to the Youth Room. Install a smoke detector in the sanctuary attic [have a bid of \$1,100-1,500. Replace the screens in the Youth Room windows.

The meeting was adjourned at 5:50 pm.

**NEXT MEETING:** Tuesday, December 11, 4 pm.

Respectfully submitted,  
Michelle Loukotka

## **Education Ministry Team Minutes – October 3, 2018**

Present: Jane Schmerberg-chair, Jan Eadie, Eileen Koprowski, Wanda Modica and Karen Samford  
Not Present: Julie Feldkamp, Nancy Pieske

**Children's Moment** – Lily has indicated there will be a Children's Moment each Sunday during the school year.

**Whole People of God** – With the renewal of these materials, Lily printed two of the big sets of pictures, one for the preschool room and one for the K-6 room

**CWS Kit Assembly** – Auxiliary/Mother's Study Circle will have kits for the K-6 class to assemble on Sunday, October 14.

**Bibles** – We will give bibles to Mira and Alan and Spark Bibles to the children in the preschool room. We will move the Spark Bibles we have on the shelf in the K-6 room up to the preschool room.

**Children's Choir** – Thomas is going to start a Children's Choir with practices after church a couple times a month.

**Children's Christmas Play** – Will be on December 16<sup>th</sup>. Jane will check with Sarah Herwick to see if she is willing to lead the play again this year. We had planned a potluck in the gallery but later determined Christmas Cookies would be better. There will also be a small advent workshop during coffee hour.

**Halloween** – The youth are welcome to wear costumes on Sunday the 28th. There will not be a haunted house this year. We will have cider and donuts during coffee hour. Eileen will take photos.

**Lois' Corner** – The furniture has been ordered and the carpet is being sent to the company that will be doing the binding. For the sign, we would like the bible verse "Let the little children come to me" in calligraphy along with a photo of Lois Haeussler who served for decades as Sunday School Secretary and whose donation has made this space possible.

**Backpacks** – We filled a total of 63 backpacks. They will be split between Ozone House and Peace Neighborhood Center.

**Meeting Days** – We will be meeting on the first Wednesday of each month in the Lounge. Karen will get it on the church calendar.

**The meeting was closed with the Lord's Prayer.**

**Next meeting is November 7<sup>th</sup>.**

**Submitted by Karen Samford**

## **Education Ministry Team Minutes – November 7, 2018**

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

**Children's Christmas Play December 16** – Sarah Herwick is looking at the play to shorten it and combine it into one play. She will also change anything that is not how UCC would look at things. Jane will make a copy for each person in the play. Practices will be December 2nd and 9th during the church service as well as on Saturday December 15th. Jane will get in touch with Sarah to see what costumes are needed.

There will be two songs: "Away in a Manger" and "We Wish You a Merry Christmas"  
We would like to include any youth that would like to do a musical performance.

The Hand Bells are ringing, on the 16<sup>th</sup>, so Jane suggested they could ring during the offering after the children's leave.

Nancy won't be here for the Advent Workshop but will get some things together, perhaps cards to make and give out during caroling, as well as bead ornaments which are easy to make.

We want there to be lots of cookies for the coffee hour. There will be a sign-up sheet and information in the bulletin.

Jan will order Christmas ornaments for the children and we will wrap at the next meeting. Twenty four should be enough.

**Lois' Corner** – The carpet is to arrive on November 15th, and the furniture on the 16th.  
Eileen will design something to say it is Lois' Corner. Jane will have it framed.

**Halloween** – went well considering we were in the lounge due to renovation of the Fellowship Hall.

**Mission Project** – Our newest project is Blessing Baskets for families leaving Alpha House.

Julie will let Jill know we would like the Sunday School class to make signs.

We hope to keep the baskets in the sanctuary to keep them in view. We will get something on the refrigerator page showing items needed for the blessing baskets.

Mitten tree items will go to Peace Neighborhood Center and Washtenaw Refugee Welcome.

Toys will be collected for children and distributed by Peace Neighborhood Center.

Education is working with Outreach on the many Bethlehem Advent outreach activities.

### **Miscellaneous –**

Interfaith Roundtable for Washtenaw County is having a Thanksgiving event in our church on the evening of November 18<sup>th</sup>. We will have people in the nursery. Nancy will make a turkey craft project.

The Nominations Committee is looking for someone to take over as chair of the Education Ministry Team as Jane is term limited.

**The meeting was closed with the Lord's Prayer.**

**Next meeting is December 5<sup>th</sup>.**

**Submitted by Karen Samford**

**Member Care Meeting Minutes**  
11/19/18- 4:00 PM

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

Absent: Gary Maki

The meeting opened with Sue sharing her recent experience visiting members at the Redies Rehabilitation Center and Saline EVH. It was an uplifting experience for these members and Sue and her husband, Brian as well.

1. **Time and Talent Survey** - We discussed the possibility of Member Care overseeing the Time and Talent survey collection. The team decided to accept this responsibility in 2019 with support from the office staff.

We mapped out the following timeline:

- January - February - obtain a copy of the current time and talent form and ask each Ministry team to review it and provide input on additions and subtractions.
- March - Finalize content of the time and talent form and determine an electronic method to deliver the time and talent survey to members. Work with office staff to determine best method possible. Survey Monkey and Doodle are possibilities.
- April - present survey to Leadership Council for feedback and approval
- July - Send survey to members by July 15th with a due date of August 1st.
- August - by the middle of the month, tabulate results and share with all Ministry teams in time for the new program year.

2. **Attendance Reports** - continued conversation from our last meeting on how to reach out to members whose attendance has recently lapsed. Jenny and Sue are meeting with Pastor John on 12/4 to discuss this topic further. Sue will also draft a letter/card to send to members whose attendance has been sporadic to let them know they are missed.

3. **Holiday Visit** - the team decided to visit members at Saline EVH and Redies Rehabilitation Center in lieu of meeting in December. We will obtain a current list of members in these centers from the office just prior to our visit. We plan bring goodie bags to these members and let them know we care about them! We will gather on 12/17 at 4:00 pm at the EVH.

4. **Budget** - We reviewed the budget worksheet provided by Betty Clark. The group decided to request a \$500 budget for the January - May timeframe. We are planning a couple presentations where we will serve a light lunch beforehand. We also need to purchase more greeting cards/postage and we plan to stock the care notes and purchase a bigger display.

## Bethlehem UCC Welcome Ministry Minutes

November 28, 2018

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

Meeting was called to order at 5:15 PM.

- 1.) Meeting minutes from the last meeting were distributed. MOTION AND SUPPORT to approve the Minutes as written, MOTION CARRIED.
- 2.) We reviewed the Welcome Packet project. The office was able to duplicate the Extravagant Welcome trifold brochure in the reduced size we needed. So we authorized Paul to order the Outside folder in the preferred size. Folder will be Maroon with embossed Welcome on front and Bethlehem United Church of Christ. Inside will have die cut flaps on either side, and a slot to hold the engraved pen. We discussed having Pastor John's business card on one side and then developing an additional business card with the names and contact information for the Welcome Team and the Member Care Ministry Team. Paul will speak with Jenny Foster to get their permission and approval to use their names and contact information and get pricing from our brochure printer. All of the other inserts can be produced in house. The post card is ready to go as is the Welcome Letter; Brief History of Bethlehem Church; and the revised Contact/Information.
- 3.) We reviewed a request from the ONA Committee to purchase lettering and symbols for the rainbow door project they are working on with the youth group. MOTION made and properly SUPPORTED to authorize up to \$200 from the Welcome Team budget to purchase the lettering and symbols for the project.
- 4.) Kris suggested we all view a YouTube video regarding a church turn-around that Lily had shared with her. The web address is <http://vimeo.com/95222438> and <http://vimeo.com/95230875>. The password is "ralo".
- 5.) Next meeting date needs to be moved due to conflicts. The agreed date will be December 17<sup>th</sup> at 5PM.
- 6.) We discussed the Welcome Team holiday gathering. We decided to invite the Member Care Team to join us. Tentative date is January 20<sup>th</sup>. At either Kurt's or Gary's home.

Having no further business the meeting adjourned at 6:30 PM and went to re-stuff the gift bags for the Living Nativity with updated materials.

Respectfully submitted,

***Kurt Schmerberg,***

Welcome Ministry Chairperson

BUCC Outreach Ministry Team  
Meeting Notes - October 23, 2018

Topics discussed:

- Options and ideas for projects to fund through Outreach including international and national opportunities; tying projects to the Poor Peoples Campaign; Stoves for Guatemala - considering this project with Della DePietro as champion during late winter 2019. Also, discussion around BUCC members donating to specific organizations through the church as a way to enhance church giving.
- Church leadership guidance and collaboration between ministry teams - still working on improving this aspect. Continues to be a challenge to compile a list of all of the church's outreach/mission/giving activities and share with the congregation/all ministry teams on a regular basis.
- EHM funding request-(<https://ehmsolutions.org/location/center-for-innovation-and-education/>)- does this fit into the church's mission and, if so, how can we fund this? BUCC is currently listed as an annual donor up to \$999 (<https://ehmfoundation.org/about/donor-recognition/>). This is possibly the result of Memorial contributions made through the church. Group discussed contributing EHM Foundation for the work they do with senior support services via the Pastor's discretionary fund. A request of \$2,500 for 2018 will be submitted.
- Planning for the proposed fiscal year change; possible shortened year between January and May 2019. OMT opted to increase the budgeted funding request to \$750/month for a total of \$3,750 for the 5 month period. OMT will also continue to request designated contributions to supplement the budgeted amount and possibly ask for special donation envelopes or specific project asks. The goal is to have \$5,000 (or \$1,000/month) to distribute among 5 charities during the shortened fiscal year.
- Recruiting new outreach champions and volunteers: More people are needed to increase the number of volunteer opportunities. Most current volunteers are committed to their ongoing projects which is great but leaves little time and resources to start new outreach activities. Will continue working on recruitment.
- Other comments/concerns?
  - Discussion about the ongoing changes at Alpha House that have impacted the need for groups of volunteers for the dinner hour and kids activity time. Families are not required to be on site during the "dinner hour" any more but they still want the full meal for those who are there and for leftovers. We will monitor this as we fulfill our current commitments. Additional volunteers could sign up for the monthly Community Kitchen volunteer activity. There is always room for more to help.
  - Review of holiday giving opportunities by EMT- Mitten Tree; Alpha House Blessing Baskets; donation envelopes for Alpha House and Peace Neighborhood Center; fresh produce collection for Food Gatherers on the 3rd Sundays
- Closed with the Lord's Prayer

Next meeting-January 2019

## Other October and November Updates

### 2018 Financials:

- budgeted income for 2018 is \$7,000
- known additional individual donations designated to Outreach Ministry to date is \$525
- \$2,500 donated to Alpha House/IHN in September for general needs (kitchen/dining area has already been renovated by other donors)
- \$2,500 donated to Food Gatherers designated to the Community Kitchen improvements in September
- \$2,500 donated to Peace Neighborhood Center in September for general needs
- worked with Finance Ministry lead, Jeff Wortman, and BUCC's financial administrator, Betty Clark, to create an Outreach Ministry designation in Memorials & Gifts account for future donations
- requested \$2,500 for EHM Foundation to support senior services from the Pastor's discretionary fund; not approved yet at this level but some amount will be contributed

### Current/ongoing volunteer opportunities:

- Alpha House/IHN dinner/activity 4x/year; next date is Sunday, February 3, 2019; this program continues to evolve as the organization encourages families to take more control of their own time and family activity-please remember that even if there aren't many families on site for the dinner hour the residents still look forward to leftovers in the fridge when they do get back to Alpha House.
- Food Gatherers Community Kitchen on the first Sunday afternoon each month and Produce Collection Sundays starts again on the third Sunday in November running through May 2019.
- Peace Neighborhood Center after school programming on the fourth Tuesday and produce distribution each Friday morning.

### Upcoming outreach partnerships/supportive activities with BUCC Education Ministry:

- Alpha House/ IHN Blessing Baskets (<http://hosted.verticalresponse.com/690130/5faff9d705/285707841/8cae078d8d/>) and other Advent giving activities
- MIHelps Stove Project in Guatemala (<https://www.helpsintl.org/communitydevelopment>)