

FACILITIES MINISTRY TEAM – BETHLEHEM UCC
Meeting Minutes of December 11, 2018

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

The meeting was called to order at 4:05pm.

Minutes of the November meeting were accepted as printed.

NOVEMBER FINANCIAL REPORTS:

The Heating & A/C Improvement fund [00020.120.01] that we proposed moving to the M&R fund will be left as it is. Jeff Wortman felt that because congregants had contributed the money for a specific purpose it could not be used for any other purpose. It will be used toward the A/C of the sanctuary and the Fellowship Hall that is being done currently. John Irwin submitted the proposed Facilities budget for January-May 2019 to the Finance Team.

OLD BUSINESS:

Steve reported that the remodeling of the Fellowship Hall is moving quickly. There are two inspections due this week and they should be able to close the ceiling next week.

To date 1 on 1 Basketball has not removed their equipment. Tom spoke with an employee, Jesse, on 12/5 and asked that they have this done by 12/31.

Cleaning and waxing the halls on the 1st and 2nd floors will be done in the spring.

A water pipe [the sprinkler system] froze and broke at Lily's house. Brad had not drained the sprinkler system.

All Star Alarm will be scheduled to install 3-4 smoke alarms in the sanctuary attic. The cost will be \$1,425.00 for 3 or 1,700.00 for 4. This will be paid from M&R.

Tom is still talking with Washtenaw Glass about screens for the Youth Room windows. They have given an estimate of \$830.00 per window to replace those in the Youth and Choir rooms.

We are deferring this decision at this time.

The new windows in the Art and Sunday school room will be inspected 12/17/18. The next set of windows we would like to replace is in the basement Music room. We have a bid of \$5,518.00; this will require LC approval. We tabled this until March when we plan to look at the funds received from the Feldkamp trust.

The dishwasher in the parsonage required replacement. Facilities approve the cost of \$600.00 from M&R.

We approved that Pastor John should contact Roto Rooter to solve a sink drain problem at the parsonage. This was done 12/10/18.

The UM Nurses have agreed to use the Choir room for several days in 2019 to facilitate a rental request for the Youth room from Debra Z.

Kris Lovelace has submitted a plan to upgrade the Men's' restroom across from the office. She suggested an \$11,500.00 budget plus a 15% contingency fund. We will review the plan.

The deflectors purchased for the lights in the Youth room do not fit. We will price putting in LED bulbs and using the same covers/deflectors that were put in the Toddler room.

Information about how to AC the Youth room is being collected. It would require approximately \$4,000.00 to run the necessary power to the Youth room.

While investigating a problem with regulating heat in the 1933 addition, we learned that there is only 1 thermostat—located in the Gallery. In order to adequately heat the gym it is necessary to set the thermostat to 78 degrees during the day. This means that the Gallery and the rooms in the basement are much warmer than most people find comfortable.

NEW BUSINESS:

Pastor John requested that the attic fan installed in the parsonage be hooked up to power. Steve will check with Randy to see if he can do it.

We are uncertain exactly where to take funds for the power that was run up to the sanctuary for the area under the balcony as well as the wiring that Jim Stadel put in for the upgrade to the sound system in the Fellowship Hall.

The question of installing a lift or ramp for handicapped access to the chancel level in the sanctuary has been revived. Steve will contact the architect working on the Fellowship Hall to see how he would suggest we solve this problem.

Ron suggested that we may be able to expand the rental of the gym by setting up Pickle Ball courts. He thinks 2, or maybe 3, would fit; the investment would be small. He anticipates that the charge per player would be \$10.00-\$12.00 and there would be 4 players per court. We encouraged him to investigate further.

The meeting adjourned at 5:45 pm.

NEXT MEETING: Tuesday, January 8th, 4 pm.

Respectfully submitted,
Michelle Loukotka

Education Ministry Team Minutes – December 5, 2018

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

The meeting was opened with devotions and Christmas Carols along with wrapping glass star ornaments as our Christmas gift for the children.

Children's Christmas Play December 16 –

There will be a rehearsal Sunday the 9th during worship service as well as Saturday December 15th. On Saturday, Jane will bring donuts and Lily will bring coffee for the parents and provide lunch following the practice. We have enough cups, napkins, plates and plasticware available.

Most of our team will be able to attend the practice as well as Kelsey. Jane will talk to Gail about rehearsal but we can sing without her during the rehearsal.

All young people will have an opportunity to be in the program. Jan ordered some new animal costumes. We got out costumes for the wise men, angels, Mary and Joseph etc.

Coffee hour after the play: Jane Z will make hot chocolate and coffee, the team will bring cookies.

Advent Workshop: Nancy will get some things ready including cards to make to give out during the Caroling event and perhaps some bead ornaments the children can make.

Toy donations and items from the mitten tree will be packed up after the December 16th service for distribution. Jane needs to contact Washtenaw Refugee Welcome about donations.

Lois' Corner – We still need to work on the framed picture of Lois. Karen will have Donna make signs for Lois' corner indicating parents should feel free to move the furniture to best fit the needs of their family. We will get a gift card for Elizabeth Jarzembowski, Elizabeth J Interiors, as a donation for services rendered.

Sunday School on December 23 and 30 – Will be in the preschool room with coverage by the Nursery volunteers and Sunday School teachers. Jane will check with Kelsey to see if she will be here for either or both Sundays.

The meeting was closed with the Lord's Prayer.

Next meeting is January 2nd.

Submitted by Karen Samford

Member Care Ministry Team

The Member Care team did not meet in December, so we do not have meeting minutes. In lieu of meeting, we visited members at the Evangelical Home and Redies Rehabilitation.

We visited the following people:

Arlene Hitt

Zofia Zaskiewicz

Sylvia Klambach

Bev Hanselman

Bob Dylenski

We brought goodie bags and a plate of German Christmas cookies to each person. They were so grateful for our visit and we were glad to share these gifts from BUCC with them.

Our next meeting is January 14, 2019 at 4:00pm.

Bethlehem UCC Welcome Ministry Minutes

December 17, 2018

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

Meeting was called to order at 5:18 PM with opening prayer by Kurt.

- 1.) Meeting minutes from the last meeting were distributed. MOTION AND SUPPORT to approve the Minutes as written, MOTION CARRIED.
- 2.) Budget for 2019 – Kurt indicated he submitted a budget request of \$2200 for the shortened period of January through May 2019. This amount is based on 5/12th of the annual budget we received for 2018.
- 3.) Welcome Packet project progress: Paul indicated he spoke with Jenny Foster from Member Care and all on their team gave permission to be listed on the business card in the new information packet. In order to utilize this year's budget for this project, MOTION was made and proper SUPPORT was received to: Request a deposit payment be sent to Designotype in the amount of \$2850 for 250 of the folder covers, 250 of the business cards and for 500 of the double sided Visitor Information cards. MOTION CARRIED.
- 4.) Living Nativity feedback: We felt it was a good event and the refreshments we provided were well received. The gift bags were given away but many still are available. We felt better publicity for the event would help. Suggestions included a moving billboard through downtown during the peak times and renting a "Search Light" to attract attention to the event could be helpful.
- 5.) Homecoming Celebration: The Welcome team has scheduled a joint meeting with Member Care for January 14, 2019 at 5PM to lay some groundwork for this gathering. We felt a Lenten Theme might work depending on the timing and when the fellowship hall renovation is done.
- 6.) Other Business: We discussed purchasing a table drape to be used to cover a designated Welcome Table in the fellowship hall and which could also be used for other activities outside of the church. Paul Marshall will investigate options. We discussed ways to staff the Welcome Center on Sunday mornings. We decided to hold the annual post-holiday Welcome Team social at the Schmerberg Residence on January 20th. We will also invite the Member Care Team, Pastor John and Karen and all spouses to participate.

Having no further business the meeting adjourned at 6:20 PM with the Lord's Prayer.

Respectfully submitted,

Kurt Schmerberg,

Welcome Ministry Chairperson