

Leadership Council Meeting Agenda: November 13, 2018 6:30pm

Present: Judy Coucouvanis, Julie Feldkamp, Kris Lovelace, John Kennedy, John Samford - President, Sue Wortman

Absent: Ron Dechert

- Opening Prayer –Meeting opened at 6:30 with a prayer by Pastor John
- Minutes from 10/9 Leadership Council meeting were passed with no changes
- Report from Pastor John
 - Progress is being made on the Fellowship Hall renovation
 - Stephen Ministers intend to begin meeting bi-monthly to anonymously share their experiences and to gain support and insight
 - Congregational meetings have been conducted with good will and have incorporated member feedback into subsequent meetings
 - A new children’s choir has been organized by Thomas and sang for the first time during worship on November 11
 - Lily is winding up a series of adult education opportunities called “UCC 101”. These sessions have been based on her studies. Lily will complete her clinical pastoral training in January, to be followed by a 3-prong psychological evaluation at which time she/we can apply for her to become licensed. This would allow her to have pastoral duties restricted to this church only. This license can be renewed yearly until she is ordained by writing her paper and facing the Ecclesiastical Council.
 - Mary Cantor is now on board as our new Parish Administrator
 - Pastor John has requested input from Ministry Teams on spending McKay money
 - Advent worship services have been developed, including a children’s Sunday and a choir cantata. The living nativity will also be held again this year on Friday, November 30, during Midnight Madness
 - Oktoberfest raised approximately \$900 with another \$500 donation to Fisher House veterans group
 - Work on the five month budget covering the change in the church fiscal calendar is in progress
 - Bethlehem UCC will be hosting the Washtenaw Interfaith Roundtable Thanksgiving service, being held Sunday, November 18 in the evening
 - Covenant Association Clergy will be meeting at Bethlehem UCC next week
- Report from Covenant Association meeting 11/10 in Jackson—John K & John S
 - Bethlehem will be hosting the next Covenant meeting scheduled in the spring of 2019
 - The hope is for our church to become more involved in the wider church organization
- Reports from Ministry Teams liaisons
 - *Member Care Ministry Team* - developing new cards with pictures and a Christmas schedule to be distributed
 - Member Care asked about the Time & Talent survey.

- LC decided to ask the Member Care Ministry Team to consider developing the next Time & Talent survey, seeking input from other Ministry Teams to form questions and help process and categorize answers electronically in order to make this information more generally accessible to all Ministry Teams.
 - *The Youth & Young Adult Ministry Team* - The Youth & Young Adult website has been updated
 - *Welcome Ministry Team* - The Welcome Ministry Team is making new member packets and laminated pew inserts with quick facts (e.g. restroom locations)
- Reports from Task Forces
 - *Rental Task Force* - The Task Force have revised rental rates and plan to put together a booklet and publish it on the website. Pastor John would like to increase the building rental cost for weddings and plans on attending the next Rental Task Force meeting to discuss this.
 - *Pastor Annual Review Task Force* - no report since Ron Dechert could not attend the LC meeting tonight
- Next events in “Timeline” shared last month:
 - Stewardship Sunday 11/18 – How to incorporate into worship? – see attachment 1
 - Finance Ministry Team develops 5 month budget
 - 5 month budget submitted for approval at Congregational Meeting after worship Sunday 1/27/19
- Interfaith Roundtable Thanksgiving Celebration 11/18 status—good e.g. of “no one” in charge
 - Sue Wortman volunteered to work on finding members to volunteer
 - Shannon volunteered to contact volunteers for cookies
- Phoenix Project status
 1. More detail available from Ron Dechert when he returns to town
 2. Closed on loan with BoAA 11/1
 3. First Phoenix invoice received for \$70,133: see attachment 2 (due 11/20)
 4. Meeting set with BoAA loan officer 11/19 to review invoice & her procedural notes
- Capital Campaign
 - John Kennedy will be meeting with Roy Muir this week to discuss the Stewardship campaign for 2019
 - The Capital campaign needs to get started with the goal of retiring the loan from BoAA for the Phoenix improvements - \$127,000
- Pick time to host Covenant Association Spring Meeting—how about Saturday March 23?
 - Members of council felt it would be better to schedule this meeting after Lent and Easter
 - John will pursue another possible date for the Covenant Association meeting

- LC discussed a list of possible smaller building projects and passed 2 motions regarding 2 projects:
 - Leadership Council will submit an unbudgeted fund request to the Finance Ministry team for additional electrical outlets for the sanctuary and a new sound system in the fellowship hall. Pastor John offered McKay facilities funds, if needed for these upgrades.
 - Leadership Council directs the Facilities Ministry Team get 2 other bids in addition to a Phoenix bid to remove the former Music Office on the sanctuary level and refurbish this area outside the elevator on this floor.

This meeting closed with the Lord's Prayer

Minutes submitted by Susan Wortman, Secretary

Leadership Council Meeting Minutes: December 11, 2018 6:30pm

Present: John Samford - President, Ron Dechert – Vice-President, Pastor John Kennedy, Judy

Coucovanis, Julie Feldkamp, Kris Lovelace, Sue Wortman - Secretary

Absent: Shannon O'Reilly

Visitors: Roy Muir, Jeff Wortman

- The meeting opened with a prayer by Pastor John
- Fund Raising – Roy Muir
 - Fund raising will be different this year. There will be a stewardship campaign prior to June, the beginning of the new fiscal year. At the same time we will be working on a capital campaign to pay back the Bank of Ann Arbor (BoAA) loan taken out to help finance the Fellowship Hall renovation.
 - Roy gave some background regarding his experience with fundraising; how his experiences are different and how they are similar to church fundraising. He will not lead the stewardship campaign for BUCC but shared his thoughts with us.
 - Build on last year's fund raising. Show a clear reason for every gift. Show what every dollar does. Giving to the church is voluntary, not required. Last year's brochure showed what the church was doing, our goals. It reminded members that a lot was going on here. Remind people of Brecon village and other areas which touch the lives of our congregation and community.
 - Show the outreach we do in the community – Alpha House, Habitat, etc. Include examples of programs which happen here in the building; nursing program, Ground Cover. Show why the budget is at this level and what it helps us do to accomplish our goals.
 - We have time to develop our fund raising campaign
 - We can't assume people will give just because we say the church needs the money
 - Roy recommended combining fund raising for fiscal year 2019 operating budget with asking for donations to repay the remodeling loan.
 - Leadership Council discussed the pros and cons of combining the 2 different financial donation requests
 - Leadership Council needs to determine and communicate to the congregation what will be done with any money donated which may be over the total needed to repay the BoAA loan.
 - John K. may include the idea of giving as part of worship during Lent
 - The Fellowship Hall project is still on schedule and should be finished by early February. Could an opening celebration of the Fellowship Hall be used somehow as a fundraiser kickoff event?
 - Roy discussed "Leadership Pledges" – select giving prior to open pledging to seed the funds. This could include "hardhat tours" of the Fellowship Hall prior to the opening celebration. We need to show those who are not aware of these changes to the Fellowship Hall what has taken place.
 - The congregation needs a report on what's been happening with the Phoenix project – Jeff will get photographs of the project in process this week. There was a request to include pictures of the original flooring and joists from the 1895 church which can be seen above the ceiling torn out of the fellowship hall
 - There should be a price tag on the fellowship hall renovation. Remind members that some funding will come from gifts and memorials some will be borrowed. Remind

members how they voted to fund this project. A campaign for loan repayment pledges will start with the dedication of the completion of the project but will continue to be emphasized along with the general fund stewardship campaign for 2019.

- Have 3-year pledge cards available at the opening/dedication of the Fellowship Hall to pledge to repay the BoAA loan– with or without the leadership donations
 - Phoenix restoration project should be finished by February 5th. There could be a dedication of the space mid to late February
 - Rather than combine the January/February Visitor as usual there will be a January Visitor dedicated to the Phoenix Project and Fellowship Hall renovation. At the next LC meeting we can discuss what to include in the January Visitor. Ron will write a report on the fellowship hall project to include in this special Visitor.
- Jeff from Finance – There is concern regarding the current level of pledging for the 5-month period. If this is not resolved there is the potential to make the deficit greater
 - Stewardship planning and message to the congregation should have been better for the 5-month period
 - There could be an appeal to members before the end of the year
 - John Samford already wrote a letter of appeal for pledging
 - We haven't had any follow up regarding stewardship – LC should do this
 - These issues of planning and tracking stewardship must be assigned and tracked more closely – either by LC or a sub-committee developed by LC
 - John Samford will write another plea/reminder to get pledges in and all Leadership Council names will be included
 - Report from Pastor John
 - Reports from Ministry Teams liaisons
 - Ron on Phoenix project –
 - Because of the poor quality of some of the cement under the current flooring in the Fellowship Hall, Phoenix notes some carpet tiles will be installed in the area at the west end of the Fellowship Hall. LC visited the Fellowship Hall and agreed upon the location where the tile and carpeted area will meet. The cost for this change will come from the project contingency fund.
 - Serving counter area – old rolling door – to replace would be \$6,000. LC members agreed to not replace the rolling window but to use the current folding door in the kitchen to mask the room and find better storage spaces for items currently stored just behind the serving window in order to leave the window open.
 - Update on contingency – have spent around \$11,000. Doing well
 - Facilities Ministry Team –
 - Men's bathroom across office estimate is \$12,000
 - Need to address the long term sanctuary sound system. Getting an estimate from those doing sound system. Current system limits possibility for live feed and other issues.
 - These 2 projects (sound system and bathroom) – we could try and let the dust settle to see where we are financially

- Welcome Ministry Team
 - Time & Talent Survey (Member Care Ministry Team: see their 11/19/18 minutes)
- Remember the process for unbudgeted requests Finance needs to know a project is a priority. Just because LC approves it doesn't mean you can submit receipts for reimbursement of funds. Submitting an unbudgeted request form is still required. If there is a gift, sign an unbudgeted request for the amount of the gift and then you can get reimbursed.
- Reports from Task Forces
 - Pastoral Review – Ron Dechert is working on this
 - Staff Relations group has formed
 - Rental – Shannon was not present to report but there was discussion regarding the following topics:
 - Public library – could use some space. Ask the rental task force to pursue this.
 - Pastor John and renting the sanctuary for non-member weddings. We rent our sanctuary for \$300 for non-members which is very low compared with other churches. Once the rental task force comes up with rental rates they will need to bring them before Leadership Council for approval. Then the rates can be posted on the church web site.
 - Look at past minutes around when Ron White came to talk about rental. Did we say we don't want to hire a property manager? Shouldn't we investigate what it would cost for a property manager? Take this topic and revisit it in a few months.
 - A member is interested in renting the Upper Room, paying \$300/month. LC needs more information on this before a decision can be made. We also need to discuss what we take into account in order to come up with a decision.
- Additional Phoenix Project review status
 1. Met with BoAA loan officer 11/19 to review October invoice and procedural notes
 2. Paid October invoice for \$70K 11/20; got lien waivers
We should take official action authorizing that checking account debit: "2 signers!"
 3. Should have received November invoice – concern when we don't have invoices which shortens the period of time before bill is due. Ron will contact Phoenix about this
 4. Reviewing interior design finishes recommendations
- Check in on next events in "Timeline":
 - Finance Ministry Team develops 5-month budget
 - Pledges are tabulated—when will information be available? Compare with previous?
 - Leadership Council reviews budget to submit to Governing Body (congregation) 1/8/18?
 - Leadership Council submits 5-month budget for approval at Congregational Meeting after worship 1/27/19
- Host Covenant Association Spring Meeting—how about Saturday May 25, or June 1, or 15? (Sent Association message through their website on 11/16 asking which was most convenient; no response yet.)—Pass on to Welcome or Fellowship Ministry Teams?

- Vision for the church
LC members – see email sent December 8, 2018 for links and password to 2-part “Conversation with Rev. Ann Ralosky, Pastor of First Congregational Church Montclair, N.J.”

Action items:

1. Approve November Leadership Council Meeting minutes
2. Find out the date for the Covenant Association spring meeting being held at BUCC
3. Review and make a motion to recommendation to support the 5-month budget prepared by Financial Ministry Team before submitting to Governing Body in January
4. Determine and communicate to the congregation what will be done with any money donated which may be over the total needed to repay the BoAA loan.
5. Look at past minutes around when Ron White came to talk about rental. See under Rental Taskforce notes above.
6. Discuss and develop a procedure on what to take into account when a member requests renting all or part of the church building or pass this to the rental taskforce
7. Take official action authorizing the BoAA checking account debit: “2 signers!”
8. Come to next LC meeting prepared to discuss the 2-part video “Conversation with Rev. Ann Ralowsky...”
9. Need a motion to amend the LC meeting August minutes to include the addition of our vote via email to approve EMT’s proposal for undesignated funds for Lois’ Corner

Meeting closed with the Lord’s Prayer

Minutes submitted by Sue Wortman, Secretary

President’s Notes:

1. Misunderstanding on Lois’ Corner expenditure—no Unbudgeted Funding Request filed after Council took email vote to authorize using Lois’ bequest to fund up to \$10,000 of work.
2. Noticed no mention of said authorization in August Minutes—should capture action taken *between meetings* in minutes of next meeting.
3. Thanks to those who responded regarding changing Leadership Council meeting day: It won’t change. (“The needs of the many outweigh the needs of the few.” Mr. Spock)
4. FYI: Looming issue—Sanctuary sound board/system is failing: now monaural. Getting estimate from same firm doing Fellowship Hall system (estimate of estimate is \$50K).
5. “People engaged” on BUCC’s FaceBook page increased 1177.8% last week, from 18 to 230.

“Things are being planted here”, John K. – possible stewardship theme?

Leadership Council Meeting Minutes: January 8, 2019 6:00pm

Present: Judy Coucouvanis, Ron Dechert – Vice President, Julie Feldkamp, Kris Lovelace, Shannon O’Reilly, John Samford – President, Sue Wortman – Secretary, Pastor John Kennedy, ex officio member

Guests: Karen Samford – Finance Ministry Team, Jeff Wortman – Chair of Finance Ministry Team

- The meeting started with a Prayer by Pastor John
- Minutes for the 11/13/18 Leadership Council (LC) meeting were approved. Minutes from 12/11/18 were amended to change Julie Feldkamp as absent from this meeting then approved as amended.
- The following amendment to minutes from the 8/14/18 Leadership Council minutes was raised and approved:
 - Motion to correct the August 14, 2018 minutes which were previously adopted so the minutes include the following: *“From an email chain among Leadership Council members, ending August 7, 2018, the Council voted to approve Education Ministry Team’s ‘Lois’ Corner’ proposal to spend up to the \$10,000 which Lois Hauessler left for family friendly improvements to the rear of the sanctuary.”*
- Track how Leadership Council is doing on our “Timeline”:
 - Review budget from Finance Ministry Team – Jeff Wortman & Karen Samford
 - Latest pledge total – report from Jeff on 12/17/18 showed the amount pledged was \$97,821, number of pledging units = 104
 - Discussed the proposed budget – comparing with last year
 1. Many expenses are higher during the winter months, like snow removal and heating but these become less during spring, summer and fall. Because of this, some things in the budget are harder to determine until we start our first full fiscal year starting in June.
 - There was discussion regarding amount pledged for this 5-month fiscal year extension.
 - The following motion was made and seconded: *Move we approve the budget as presented by Finance Ministry but ask all ministry teams to try as much as possible to defer spending for 5 months, the start of our new fiscal year.* Motion passed with 6 ayes and 1 nay
 - There was discussion on how we might work to create a balanced budget without taking funds from savings. A motion was made to have Finance Ministries create a barebones balanced budget for this year by March so that church leadership and congregation can better understand what would need to be cut in order to balance the budget. There was not support for this motion therefore there was no vote.
 - LC briefly discussed how interest from our revenue might be included as part of the budget. Nothing was determined at this point but there may be some way this could be included based on longer term trends in investments.

- John Samford will send a letter to the congregation this Thursday announcing the special meeting scheduled for January 27. Since the final budget numbers for the year will not be reflected this week it was decided to wait to distribute the budget at the time of the meeting.
 - There was agreement that the budget presentation to the congregation on 1/27 should be as simple and understandable as possible. If members would like to review all budget details they can pick up a more detailed copy at the office.
 - We need to come up with a future vision so that we can go to ministry teams and ask them to look at that vision and make their monetary decisions based on fulfilling it. This vision will help to determine if and when to make cuts rather than continuing to use deficit spending to balance our budget. A multi-year plan will also help us better understand how our revenues and spending will impact our programming and mission in the longer term.
- Report from Pastor John
 - Pastor John supported the idea that LC needs to develop a future vision for the church.
- Reports from Ministry Teams liaisons
 - Time & Talent Survey--Member Care Ministry Team will take responsibility for developing an electronic time & talent form with input from each ministry team
 - John Samford will write the team a note of thanks
- Reports from Task Forces
 - Pastoral Review Task Force
 - Ron Dechert, lead for this task force will have a draft review format ready by our next meeting. He will also send this draft to Roy on Pastoral Relations.
 - Ron reiterated the importance of knowing not just what we are evaluating but who will be doing the evaluation and why.
 - University of Michigan does 360 degree evaluations; evaluations from manager, from peers, from the individual, etc. Evaluations come from a number of different people who interact with the person being reviewed. This would be useful for a pastoral review
 - Rental Task Force (RTF)
 - The Rental Task Force has the following charge:
 1. Reviewing and submitting to Leadership council for approval changes as appropriate to the Building Rentals, Concert Rentals, and Wedding and Funeral rate sheets.
 2. Submitting to Leadership Council for approval a set of appropriate documents (application forms, rental agreements, etc.) to be used for short and long term rentals.
 3. Submitting to Leadership Council for approval a “cookbook” for rentals (procedures to follow, forms to fill out, deposits, keys, background checks, rent collection, etc.)
 - Shannon, lead for this task force says members will be meeting again soon. They have changed rental rates for one-off rentals to more appropriate rates. Shannon is including Kris Lovelace as part of this task force and is tasking her with gathering information regarding rental management and also exploring ways to determine what the space in the church is actually worth in the current rental market. Mary could be asked to help

with this as well as Tom Z. John gives Mary her instructions for work and requested he be contacted first and then he will pass the request on to Mary in order to manage her time.

- Staff Relations Group
 - It was agreed that this be moved to the March agenda – remind Council of the role of the vice president, according to our by-laws and discuss updating the employee handbook.
- Phoenix building project
 - Ron showed the designer’s recommendations for colors, carpet, tile, etc. – everyone agreed with the recommendations.
 - There was discussion about purchasing plaques at each of the 3 entrances to the fellowship hall, stating this is *Orval Willimann Fellowship Hall* . These could include the date of the dedication, if desired. John Samford will approach Welcome Ministry to see if they would have money for these plaques.
 - Ron reported there is still \$27,000 to \$29,000 left in contingency funds for the project.
- Other items to add to “Timeline”
 - A Fellowship Hall “Hard Hat” Tour is being scheduled for January 27, 2019, after the special budget approval meeting. We will have envelopes available during this tour which can be used if people would like to pledge early, before our Capital Campaign begins. There can be some announcement at the end of the special meeting, talking about donations over 3 years, mentioning that a modest monthly amount over time can add up.
 - Fellowship Hall dedication. There will be a joint meeting between Member Care and Welcome Ministry on January 14, 2019 to plan a fellowship hall dedication and combine with a “Homecoming.”
 - Special January Visitor
 - Ron has done a great job developing the special January Visitor with information on the current building projects
 - Pastor John volunteered to write something about our strategic decision about staying. He will have draft of this by Friday January 11
 - Capital Campaign (Task Force?)
 - Time frame – need to combine capital campaign along with stewardship campaign for the new fiscal year
 - How do we use our ministry teams to advise?
 - There was discussion about past capital campaigns such as pledging money for refurbishing the organ and updating the front of the sanctuary in 2006
 1. A silent auction is a possible way to raise money
 2. LC needs to have a special meeting to discuss this
 3. We could work on suggesting a newspaper article – telling our story
 - Investing in our building to remain committed as a downtown church
 - Pastor John spoke of rebuilding the church for the Millennials

- Our next meeting will be all about the capital campaign
 - We need to have people volunteer to work on it -
 - Publicity
 - Leadership Pledges?
 - Clear statements of goals, interaction with Stewardship Campaign for FY21
- Covenant Association Spring Meeting— Executive Committee set date Sat. 3/30/19.
 - John Samford received and shared a letter from Lorraine Grinnell on behalf of the Covenant Association Executive Committee which explained our responsibilities for hosting this event
 - Fellowship – money for food may be catered with a set fee for those attending
 - Over 100 people may come, over 20 churches represented
 - Something similar to funeral lunches could be provided; deli trays with donated salads or Knights could possibly cater it.
 - Fellowship Ministry Team could be asked to coordinate this
 - There was discussion regarding the purpose of Fellowship Ministry. Is it fellowship for members (inward facing fellowship) or fellowship beyond members (outward facing fellowship).
- The “Vision Thing”

There was discussion about scheduling time to watch/discuss videos. They could be watched as part of a leadership retreat or as a 1st event of newly elected slate.

 - Not making a decision about this tonight
 - Videos for a wider group
 - Leadership is responsible for the vision
 - The wider vision – membership
 - LC puts the “flesh on the bones”
 - Both what we have done as well as where we’re going
 - Could we create a timeline?
- At our February Leadership Council meeting our president, John Samford will be out of town. Vice President Ron Dechert will lead the meeting.
- There was a brief discussion regarding LC minutes. Format is a problem for some members so minutes will be sent as a PDF as well as a Word document. Clarification on getting minutes in the leadership packet, even if they have not been passed by the group. John Samford and Sue Wortman will have a discussion about minutes to clarify expectations further. LC needs to keep in mind we will need a secretary over the summer while Sue is out of town.
- No action has been taken about renting the Upper Room to a church member. No one has notified church leadership further to pursue this.

Action Items

1. John Samford will write a letter to be sent this week to church membership, announcing the special meeting to vote on budget for the 5-month extension required as part of the change in our fiscal year

2. John Samford will write a thank-you note to Member Care Ministry Team for volunteering to take on the development of a new, online Time & Talent form
3. Ron Dechert will have a draft pastoral review format ready by our next meeting.
4. The March LC agenda will include reviewing the vice president's role according to the church by laws and LC role, if any, regarding staff relations.
5. Re-read our by-laws regarding the role of Fellowship Ministry Team so that everyone is clear about the expectations for this ministry team
6. Long-term action item – Develop a long-term vision for the church

Minutes submitted by Sue Wortman, Secretary

President's Notes:

1. Joint meeting between the Member Care Ministry and the Welcome Ministry 5PM Monday 1/14/2019 to discuss an event which could also dedicate Fellowship Hall: see attachment #3.
2. Thanks to those who responded regarding changing Leadership Council meeting day: It won't change. ("The needs of the many outweigh the needs of the few." Mr. Spock)
3. Jeff Wortman reports as of 12/17/18, per Betty, pledge amount: \$97,821; pledging units: 104.
4. Congregational mailing Thursday 1/10/2019 for meeting: include other topics or separate?

Finance Ministry Meeting Minutes – December 13, 2018

AGENDA

- 1) Call to Order – Attendees: Karen Samford, Ken Tappe, Tom Krell, John Kennedy, Jeff Wortman
- 2) Minutes approved from November meeting.
- 3) Financial Review for last month – no issues found. It appears that the shortfall for the year will be approx. \$20,000 less than planned based on year to date income and spending.
- 4) Reconciliation for last month – Ken Tappe completed the reconciliation and found no problems
- 5) Unbudgeted Funding Requests – None were received
- 6) Phoenix Update
 - a) October payment of 70K has been made, excellent support from BoAA
 - b) Waiting on overdue invoice and waivers for November work
 - c) Work is on schedule or ahead of schedule
- 7) Leadership Council Update
 - 1) Meeting focused on Stewardship and Capital Campaign with an excellent discussion led by Roy Muir on how to address fund raising.
- 8) Audit – Karen Samford continues to look for an auditor. So far, the potential auditors reviews do audits as a secondary business especially for non-profits. Karen has some new leads that she is going to pursue.
- 9) Budgeting for five month transition fiscal year 2019. All ministry team except education ministry have submitted proposed budgets. All budgets are based on actual spending from January to May of 2018. The stewardship campaign was a later this year so the offering and revenue picture for FY19 is still firming up. Detailed examination of 2018 actuals will require some adjustments to make a reasonable comparison from 2018 to the FY19 budget. Those areas include payment timing for UCC benefits and pension, timing of pledge payments and other unique transactions in 2018
- 10) Next Monthly Meeting Date – January 10, 2019
- 11) Adjourned with the Lord's Prayer

Finance Ministry Meeting Minutes – January 10, 2019

AGENDA

- 10) Call to Order – Attendees: Shannon O'Reilly, John Kennedy, Tom Krell, Ken Tappe, Karen Samford, Jeff Wortman
- 11) Guest: Prospective Auditor – Ryan Hagan, Altruic Advors provided information and background on Altruic, the audit process, costs and their related processes for the audit. *Karen is going to check references with a few of the companies in Ryan's proposal. Jeff would like Betty to talk to Ryan also. Jeff and Betty will meet with Ryan in February after the year-end books are closed. Finance will make a decision on the audit by the end of February.*
- 12) Review and Approval of previous minutes. *No minutes to review due to time spent on budgets. Expect to have minutes by next month.*
- 13) Preliminary Financial Review for last month / YE – Betty provided a very preliminary set of year-end reports. There were no issues with the budget. Transfers out of the Investment Account needed further classification / delineation. This also affected how funds were transferred to and within Memorials and Gifts funds primarily related to the large renovation project. All adjustments were reflected in the final year reports.
- 14) Unbudgeted Funding Requests
 - 1) Approved a request for the balance of donation from LH to complete the new area called Lois's Corner in the Sanctuary. This was submitted by Jane Schmerberg (Education Ministry)
- 15) Phoenix Update
 - d) Expect to activate BoAA loan as a result of the December invoice (not yet received)
 - e) Discuss funding sources from Bethlehem Funds *When we get the invoice we will have it initiate the loan*
- 16) Leadership Council Update – general discussion about the presentation and discussion of the proposed 2019 budget with Leadership Council. The budget was approved and will be recommended to the Congregation January 27th. In light of the large shortfall for the short transition 5 month fiscal year LC is asking all areas to defer expenses where possible to FY2020. A careful and robust review is planned as part of the preparation of the FY 2020 budget to be effective June1.
- 17) FY 2019 Review and Discussion *The 5 month, FY2019 budget is showing a 62K shortfall primarily due to high to seasonal spending for utilities and snow removal. LC approved but would like Ministries to look at projects to see if anything can be deferred to the new 2019-2020 budget year. Further discussion covered the general presentation of the budget to congregation.*
- 10) Next Monthly Meeting Date – February 14, 2019 (Valentine's Day – any conflicts?) *meeting date may change due conflicts.*
- 11) Adjourn with the Lord's Prayer

FACILITIES MINISTRY TEAM – BETHLEHEM UCC
Meeting Minutes of January 08, 2019

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

Absent:

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

Minutes of the December meeting were accepted as printed.

DECEMBER FINANCIAL REPORTS:

Betty was unable to have the reports finished because she is doing year-end in addition to the monthly reports. The Butcher & Butcher bill will be paid from the M&R fund. We will defer doing more window replacements until the June 2019-May 2020 budget is set instituted. McKay funds will cover all of the expenses for upgrading the sound system in the FH.

OLD BUSINESS:

Ron reviewed the proposal for colors of the carpet, tile, walls, ceilings, countertops & bathroom stall dividers. LC will make final decisions at their meeting tonight. Phoenix plans to have inspections done the first 2 weeks in February.

We approved the repair to a bulging pipe behind the boiler; Lance's estimate is \$800-\$1,000. The Emergency Repair fund will be used for this.

The smoke alarms will be installed in the sanctuary attic 01/23/2019.

The door to the exterior on the landing going from the basement to the 4th Avenue south entrance has continued to deteriorate with all of the use during the renovation of the FH. We will request a bid from Phoenix to replace it; this would be charged against the contingencies.

Tom is awaiting a cost to just put clips on the screens in the YR & Choir Room.

Roto-Rooter fixed the sink in the sub-basement across from Ground Cover. It was draining very slowly; he cleaned the stopper, the trap & snaked the pipes. Charge was \$185.00.

Mary reported that Corporate Cleaners has placed new staff on our job & overall the appearance of the building has improved.

Prior to Hartford Steam Boiler inspection of the boilers on January 7th for the state, Lance completed CSD-1 inspections; charge was \$315.00.

Spears Fire & Safety Services inspected our fire extinguishers on January 3rd. Four extinguishers were taken to be recharged. Loaners were left in their place.

Randy S. looked at the wall off the elevator on the sanctuary level that Pastor John would like to have removed. Based on his report & possible costs involved, Facilities does not recommend doing this project right now. We did agree to Pastor John's suggestion that covering or removing the window to the office, patching & painting the walls would be a good idea.

Jim Stadel replaced the fluorescent lights in the Groundcover office; \$113.00 paid from M&R.

Jim also replaced the garbage disposal at the parsonage; the cost was a little over \$103.00

John I. reported that Kris Lovelace has most of the quotes on her proposal for the Men's 5th Avenue restroom.

We will delay changing the YR to LED lights until the 12-month budget; Pastor John suggested updating the lights in the Gallery at that time as well.

The Phoenix bill [\$2,897.00] for the exploratory floor cutting in the FH will be paid from M&R.

It has been suggested that we replace the lights in the organ chamber to LED; the current ones produce enough heat to be detrimental to the organ. Mary will contact Worship Team to see if they could pay the \$100.00 cost from the Music Budget.

Tom was notified during the meeting that 1 on 1 will remove their equipment soon.

Of the projects we have discussed for 2019, Randy will hook parsonage attic fan to power. *Replacing* more sub-basement windows & the windows in the YR, *painting* 5th Avenue entrance & stairwell, *repairing* plaster & painting in the Upper Room, & *filling* the handyman position are all tabled until June.

Tom will continue fact finding about installing a lift to the chancel in the sanctuary.

Ron is awaiting a reply from the AA Pickleball Assoc. about possibly using the gym.

NEW BUSINESS:

LC moved their meeting to an earlier time this week; consequently we were unable to discuss our new business. We need space to store some items from the pantry & FH storage room—tables, chairs, sneeze guards etc. Both areas have lost space during the renovation.

The meeting adjourned at 5:55 pm.

NEXT MEETING: Tuesday, February 12, 4 pm.

Respectfully submitted,
Michelle Loukotka

Education Ministry Team Minutes – January 2, 2019

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

Mitten Tree Donations – well over 200 hats, mittens and scarves were received, many were hand made. Jane checked with Washtenaw Refugee Welcome but no refugees have been allowed into the country. Most of the donations were given to Peace Neighborhood Center and some to Ground Cover. Both were very happy with the donations.

Toy Donations – went to Peace Neighborhood Center.

Lois' Corner – Eileen has the photo of Lois ready. Karen will have Donna make a couple signs saying: This is a family friendly area, please feel free to move the furniture to fit your needs.

We cleaned and restocked the “busy bags” for the sanctuary. They will be kept in Lois’ Corner

Children’s Christmas Play – went well, we heard good comments about the skits.

We need to talk with Lily and Pastor John about Confirmation Class next year.

Alpha House - We packed the items collected into Jane’s truck for delivery. They would like us to keep collecting; we’ll move the board to the Library.

Lenten Mission Project – Each year “Michigan Helps” sends over 100 volunteers to Guatemala to perform surgeries, do dental work and checkups. This impacts the lives of over 1,000 people. One of the biggest needs is for stoves which vent outside the home. Many of the health issues are caused by homes being heated with fires in the middle of the house. Della DiPietro has asked us to have one of our Mission Projects be to collect money to build stoves. This will be our Lenten mission project. Jane will ask Della for something written for the visitor as well as to present to the Sunday School Class. The class may have some ideas on how to collect. Nancy will help the Sunday School Class make a card board model with a container to collect donations.

The meeting was closed with the Lord’s Prayer.

Next meeting is February 3 at 11:00.

Submitted by Karen Samford

Bethlehem UCC

Member Care Ministry Team

January 14, 2019

Present: Julie Seitz, Mary Jean Raab, Jenny Foster, Judy Coucouvanis and Susan Buday.

Absent Gary Maki and Jaquie Katz

Opened with a devotion.

Judy gave an update on Leadership Council. Sunday January 27th is the Annual Congregational meeting followed by a "Hard hat" tour of the fellowship hall. Dedication Sunday is in the planning stages. We should know more after meeting with the Welcome Team.

Time and Talent Survey will be sent to the ministry chairs for their input and to make any additions or corrections. Jenny will take the lead and needs volunteer to work on the project

Decided to offer a panel presentation on Advance Care Directives for those in our congregation and open to the public as well. Julie will take the lead on this event. Looking at March 10th to host this event.

We discussed the status of the Friends in Ministry group and the need for this group's ministry to continue. Mary Jean agreed to reach out to Vicki Hoxie to see what the status of the group is and whether Vicki plans to lead it going forward.

Recap of visiting and distributing Christmas goodies to our members at the Saline Evangelical Home in Saline. Plans to continue the Christmas visit in 2019 and adding Brecon to the list. We discovered that the roommates also wanted goodies, too. We provided them with the cookies.

4/7/19 Rededication/Homecoming event. Member Care will reach out to those who have not been in attendance, inviting them home, to see the renovations made to the church.

The Welcome Ministry Team meeting will follow our meeting to plan the event.

Respectfully submitted.

Susan Buday

Bethlehem Joint Ministry Minutes

January 14, 2019

(Revised)

Attendance: Kurt Schmerberg, Paul and Barb Marshall, Kris Lovelace, John Kennedy, John Samford, Jane Ziesemer, Julie Seitz, Jenny Foster, Sue Buday, Gary Kade and Ron Dechert.

Meeting was called to order at 5:15 PM.

Kurt explained the purpose of the meeting was to sort out several complementary ideas surround the following topics:

Dedication of the renovated fellowship hall; Homecoming celebration; and a larger community open house at Bethlehem Church. The original discussion was between Member Care and Welcome Ministries in attempting to plan a Welcome Back program for members who have fallen away from BUCC. The idea was to plan a special worship and social event and invite the "target" members to come back and experience the new BUCC. The original thought was to correspond with the rededication with the Fellowship Hall.

Ron D. indicated that the target date for reopening the Fellowship Hall was February 24th, with a hard hat preview to take place following the Congregation meeting on January 27th. The introduction of the capital campaign would take place on January 27th with formal start taking place on February 24th.

The group felt it may be best to keep the home coming and rededication events separate for several reasonable reasons:

- 1.) Timing is too short between now and February 24th to adequately plan the event.
- 2.) Did not want to have the returning members think the sole reason to invite them back was to ask for a donation to the capital campaign.

Alternative dates were explored for the homecoming event and a separate church community open house. The group decided April 7th (the Sunday prior to Palm Sunday) would be the preferred date for the homecoming event. The homecoming would feature special worship and a brunch after the service which would replace the traditional Palm Sunday brunch. Welcome and Member Care would coordinate the invitations and for the returning members. Worship will plan the service. Fellowship will coordinate the brunch.

The Welcome Team will continue to investigate and plan a Community Open House event with a target date in the fall of 2019.

Having no further business the meeting adjourned at 6:20 PM.

Respectfully submitted,

Kurt Schmerberg,

Welcome Ministry Chairperson

Bethlehem UCC Welcome Ministry Minutes

January 14, 2019

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

Meeting was called to order at 6:20 PM following the Joint meeting with Member Care.

- 3.) Meeting minutes from the last meeting were reviewed. MOTION AND SUPPORT to approve the Minutes as written, MOTION CARRIED.
- 4.) Welcome Packet project progress: Committee reviewed draft copies from the printers. The committee made selections and proposed minor revisions. Paul and Barb will forward to Design o Type for completion.
- 5.) We discussed how the Welcome Team could assist with the Ground Cover event on 03/31/2019 with Sister Simone. Pastor John will email Mary Cantor and offer our assistance if desired.
- 6.) We discussed the need to be present at the Michigan Conference meeting at Bethlehem Paul and Barb will get a quote from Barry Bagel for refreshments for this event. Mary and Donna can compare to their usual sources and see if this might be a better alternative.
- 7.) Homecoming Celebration: In conjunction with Member Care, Fellowship and Worship ministry teams the Welcome team the Home Coming service for April 7th, 2019. This will be a special worship service followed by a brunch in our new fellowship hall. The date was chosen so as not to conflict with Palm Sunday or Easter. The brunch will replace the traditional Palm Sunday brunch held in recent years. Member Care will work on the list of invited guests, Fellowship will coordinate the brunch, worship will plan the service and Welcome will provide the publicity. This will be the formal rededication of the Fellowship hall.
- 8.) Pew Information Card. We are finalizing the layout and content for the card. Changes were discussed to the content. Kurt will visit with Lily to get her ideas for both content and layout. Pastor John also suggested we ask Tom and Chris and Logan to participate in a testimonial video.
- 9.) Table Drape: We reviewed the sample fabric styles and colors. Paul will get some draft proposals for the lettering and layout.
- 10.) Other Business: Reminder that the annual post-holiday Welcome Team social will be next Sunday for brunch at the Schmerberg residence (January 20th). We will also invite the Member Care Team, Pastor John and Karen, all spouses and Lily and guest are invited to participate.

Gary also circulated an article regarding "Friend Day" which may be another idea for the Welcome Team to pursue for a future event.

Having no further business the meeting adjourned at 7:30 PM with the Lord's Prayer.

Respectfully submitted,

Kurt Schmerberg,

Welcome Ministry Chairperson

Fellowship Minutes
1/20/2019

Attendance: Jan Eadie, Sue Irwin, Kris Lovelace, Sue Muir and Jane Ziesemer

Meeting was called to order at 11:30

I started the meeting by reviewing our Duties and Responsibilities as found on page 62 of the 2016 Annual Report as a result of some questions to me regarding upcoming events in the church. We reviewed number 1 and 2. 1. Shall develop and implement programs and activities to provide fellowship opportunities for the Congregation, including opportunities for youth, adults and families. 2. Shall foster additional fellowship activities by serving as a **resource** for other individuals and groups interested in planning activities and programs. Members were behind both of these responsibilities, which we feel we are demonstrating in the following items we discussed below:

1. Luther Choir/Chili Cook-off led by Worship Ministries, February 2 - We are providing all the paper products for this event.
2. Reopening of Williamann Hall on February 24. Fellowship will recruit folks to supply cookies.
3. Covenant Association, March 30, was discussed as I was brought into this conversation at another meeting, and an email was sent to our ministry team. The discussion at that meeting ended with John Kennedy saying the office staff would order food for a continental breakfast and lunch.
4. Rededication/Homecoming Brunch, April 7 – This brunch will take the place of the traditional Palm Sunday brunch, which is April 14. We will once again have sign-up sheets available for folks to volunteer to bring egg dishes and sides of meat and coffee cakes. Our meeting in March will center around this event.
5. Taco Fiesta Brunch, May 5 – I will be talking with Lily about combining this with the Cake Auction. Our April meeting will finalize these plans.
6. We briefly discussed the traditional Women’s Advent Event, which would fall this December. We have done this every other year. I opened the discussion with whether we should keep the same format or change it up. In doing so, I have asked the team to talk with church members about their thoughts on changing this year’s event to including men and/or invited folks from outside the church.
7. We ended our meeting with a discussion on the how we can involve other members as “lead” in areas like Christmas decorating and Mother’s Day/ Easter displays in front of the altar. That discussion is still ongoing.

We adjourned our meeting at 12:30 p.m.

Bethlehem United Church of Christ
Youth and Young Adult Ministry Team Minutes
January 15, 2019

Present: Katie Rowan, Lily Tinker Fortel, Julie Feldkamp

Youth Group:

Attendance: Lily reports that attendance has declined compared to a year ago. We discussed whether it would help to change to an every other week schedule interspersed with special activities on alternate weeks. It was expressed that the predictability of the every week meetings is positive. Lily will also seek feedback from parents on this.

Intergenerational Opportunities: The youth will host an all church - all ages board game night and pizza dinner on Th. Feb. 14. 6:30 - 8:30 PM. Lily would like to have a youth/parent meeting to discuss more ideas on how to engage the youth in intergenerational activities. She will also seek individual feedback.

Goals for Youth Group: Lily outlined the broad goals that she hopes youth group will fulfill.

1. Provide a safe space, a sense of community, and a culture of love and respect.
2. Develop a vision for life long faith.
 - how spirituality can sustain through hard times
 - a Christian perspective on issues
 - the role of church

Service Projects:

Lily has scheduled several dates for a BUCC group to volunteer at Carrot Way. The Delonis Center may be another opportunity. The youth will also be sending college care packages. There is a possibility of a waffle bar after church to raise money for stoves for Guatemala.

Winterfest:

There are 5 youth who will attend the Winterfest in Big Rapids Feb. 8 - 10.

Regional Events:

Lily is exploring youth interest in attending.

Young Adult:

We thought the best approach would be to offer a regular activity. We settled on a monthly after church brunch as an appealing activity for this age group. The first brunch will be Sun. Feb. 17 at noon at Lily's house.

Another idea was to offer a dinner with babysitting provided and to perhaps alternate this with Family Fun Night.

Several names of possible new team members were discussed.

We set a regular meeting time for the second Tuesday of each month at 2:15 PM. Next meeting will be Feb. 12.

Submitted by Katie Rowan