

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 – vice president’s role, updating the employee handbook and other things need to be discussed.
- 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 a discussion on the vice president's role, the updating of the employee handbook and other items related to the vice president's role.
5. Discuss and review By-laws regarding the role of Fellowship 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 – February 14, 2019

- 1) Call to Order 7:05 pm, Attendees: Jeff Wortman, Ken Tappe, Shannon O'Reilly and Pastor John Kennedy
- 2) Review and Approval of previous minutes. *Approved*
- 3) Preliminary Financial Review for last month
Includes review of new 2019 FY budget reports Section leaders coming out of McKay fund. Increase of \$2,200 for 5 months. This is being covered from McKay Funds. Monthly distribution is \$1,098 and payout for section leaders is \$1,024 so not much left. Summer months will build up when we have no section leaders. \$20,000 deficit at the end of January which is where we were last year at this time. This generally confirms an earlier observation that most of the annual short-falls between income and expenses occurs in the earliest months of the calendar year with notable net improvement later in the calendar year.
- 4) Leadership Council Update – Meeting canceled due to snowstorm, no updates
- 5) Unbudgeted Funding Requests
Finance received a funding request for the sound system in the sanctuary. We will fund this with the Tree of Life fund. Paul Marshall said this was a good use of those funds. Bid is for \$4,328 but request is for \$6,000. After checking with Jim Stadel, Jim indicated we may need an extra \$100-\$200 for miscellaneous items with a total expense well under \$5,000. The \$6K request was revised and approved up to \$4,900. This will allow the project to proceed without having to wait for Leadership Council approval which is unnecessary due to planned expenses. Expenditure was approved up to \$4900.
- 6) Phoenix Update
 - a) Expected to activate BoAA loan as a result of the January invoice (not yet received)
 - b) John Samford or Sue Wortman as church officers will have to initiate the loan request to BoAA if the invoice exceeds Bethlehem available funds
 - c) Update 2/27: Invoice delayed and awaiting Lien Waivers expected this week. Invoice for January will be under \$60,000 so Bethlehem does not need to activate the loan for the January Invoice. At this point it appears that the loan required from Bank of Ann Arbor will be slightly less than \$80,000 although a loan of \$120,000 was planned and approved.
- 7) Request from Cemetery Board to reduce office support expense
Because Carol left and Mary had not started, Cemetery Board has asked for consideration of some financial relief for what they pay for BUCC office staff and supplies. Jeff Wortman has evaluated this request. The portion of Parish Administrator compensation associated with the overall fee is a very small percentage of the overall administration fee. Further, Software cost which have more than doubled in the last five years although there has been no increase in the cemetery total charge. Inflation in other costs have not been considered as well. It is the opinion of those at the Finance Ministry meeting that the allocation should be left as is. Jeff will provide an update on the analysis to Susan Irwin, President of the Cemetery Board.
- 8) Audit Planning *Jeff has set up a meeting with Betty, Karen and the auditor for the 5th of March.*
- 9) Next Monthly Meeting Date – March 14, 2019
- 10) Adjourn 8:10 pm

FACILITIES MINISTRY TEAM – BETHLEHEM UCC
Meeting Minutes of February 12, 2019

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 4:00 pm.

Minutes of the January meeting were accepted as printed.

DECEMBER FINANCIAL REPORTS:

We reviewed all of the accounts and made no changes.

OLD BUSINESS:

Steve & Ron reported on the FH remodeling. It is mostly finished; there is still some painting to be done in the foyers on the west side. The arched doors into those foyers will be cleaned up but they will not be faux painted. The finish on the two sides of the doors is not the same. The rolling door for the serving counter is on backorder. Steve will replace the exit door on the south side.

Precision repaired the pipe behind the boiler.

Four smoke alarms were installed in the Sanctuary attic on 1/23/19.

Mary sent an email to Tim Grimest to follow up on Kris Lovelace's suggestion that the Library might like to rent some of our space. She did not receive a reply.

One on One has started removing their equipment from the gym storage room.

Tom will get a quote from Washtenaw Glass to do some work on the windows in the YR in May 2019.

The toilet leak in the bathroom in the north foyer to the FH was repaired. When the water was turned back on the shut-off valve broke and had to be replaced.

Tom advised George Meyer that replacing additional windows in the basement has been deferred to later this year.

Butcher & Butcher made another roof repair in the area of the landing outside the gym. [\$1,388.95] Don advised that we look at all of the tuck pointing because his workers found crumbling stone as they did this roof repair. He'll send the name of someone who could do this repair and analysis. Steve suggested we look into elastomeric caulking products that might work in this situation.

The pipe under Lily's kitchen sink froze during the extreme cold. Jim got it working again & advised that heat tape be installed. Would he be willing to do it?

Jim Stadel presented a check for \$132.90 for recycled debris from the FH project. Mary will contact Jeff about the appropriate account.

NEW BUSINESS:

We will not rent to the Montessori school; it would require extensive and expensive improvements to the building.

Tom has continued to work with AAYC to alleviate the parking issues during the times the groups are being picked up. They will try using 4th Avenue and direct parents not to park in the "neck" of the parking lot so that a car can always get from 4th to 5th. LC wants to negotiate a change in their rate; it is \$90/week through May.

The meeting adjourned at 5:35 pm.

NEXT MEETING: Tuesday March 12th, 4 pm.

Respectfully submitted,
Michelle Loukotka

Education Ministry Team Minutes February Meeting held January 29, 2019

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

Lily opened the meeting with prayer.

Lenten Mission Project – At our last meeting we decided to collect funds to provide stoves for homes in Guatemala, installed by “Michigan Helps”. Each stove costs \$250.

We talked about ideas for raising funds including:

- Coin collection – kids walk around the congregation to collect coins
- Youth Group Board Game nights in March and April
- Stone soup - Lily will ask fellowship to partner with the youth to do stone soup on Palm Sunday.
- Decorate cookies on St. Patrick’s Day, If Paul Marshall will help bake on Saturday we could do rain-bows and shamrocks if we can get them and frost during worship and sell during coffee hour.

Lily brought info on Genesee County Habitat for Humanity, “40 Days of Prayer and Sacrifice” for youth and their families as well as “Lent Build 2019”, raising money for Habitat.

Fourth Friday Fun Night -Lily is reviving these and they will be intergenerational with pizza dinner, some fun activity and a movie – Frozen will be the movie on February 22nd.

Michigan Reads – Sue Wortman will lead the discussion on Reading with Patrick. Discussions are being held around the county during the coming months.

Board Game Night – Hope to have families as well as youth who will teach the games.

Youth and Young Adult – Hosting young adults 20/30 somethings in February at Lily’s home.

Faith Formation – Lily will be talking about Luke on February 17th.

Lois’ Corner – Still need to frame the photo of Lois and create tent cards indicating families are welcome to move the furniture to fit their needs. We will do a dedication in the near future.

The meeting was closed with the Lord’s Prayer.

Next meeting is 6:00, March 6th

Submitted by Karen Samford

Member Care Meeting
2/11/19

Attendees: Jenny Foster, Jacquie Katz, Julie Seitz, Mary Jean Raab
Absent: Judy Coucouvanis, Sue Buday

1. Time and talent survey update.

Jenny sent the current survey to all of the ministry teams for feedback. As of this meeting, she heard back from several people but is awaiting additional responses. Once Jenny receives additional input, she will revise the form and share it with our team for a final proof before presenting it to the Leadership Council.

Donna shared a suggestion from Lily to keep the survey very broad instead of listing specific duties. Our team decided to keep it as is for 2019 and revisit the format for 2020. Mary Jean suggested that we explore connecting time and talents to a spiritual gifts assessment of the congregation.

2. Advance Care Directives Presentation.

The presentation is scheduled for March 10 11:30 am - 1:00pm. There are 4 panelists from IHA. We need a minimum of 25 people to sign up to conduct the presentation. Julie will reserve the fellowship room and create a flyer to post in the church, Refrigerator page and Visitor (deadline is 2/25). She will also make an announcement in church on 2/24/19. We discussed the luncheon portion of the presentation as well. We have a budget of \$150.00. Jacquie suggested ordering trays from Krogers and Julie wondered about sandwiches from the Dexter Bakery. Jenny will call Dexter Bakery to check on pricing for Pretzel Sandwiches to see if they are within our budget. Paper products, chips and cookies can be purchased at Costco. For beverages, we will serve iced water, coffee and tea.

3. Rededication of Fellowship Room.

Members from the Welcome team joined the meeting at 5:00 pm (Kurt S., John K., Paul and Barb M.)

We discussed contacting inactive members and personally inviting them to attend the service and rededication of Willimann Fellowship Hall on 4/7/19. We shared attendance lists from the office that included names of members who have not attended in the last year, but have still contributed as well as members who have more recently not been attending. We agreed that everyone would review the lists and let Jenny know who they are willing to contact.

We discussed other elements of the event such as including past photos. Mary Jean and John will contact the Archives group to see if they can pull together some photos and create displays for the event (possibly a slide show as well). Paul will look into purchasing a commemorative guest book so that we can have everyone sign in at the event. The book can include the name and date of the event. He will also look into purchasing additional BUCC pens to be used as giveaways.

It was suggested to have a welcome station set up for the event. Welcome and Member Care team members can greet everyone who attends. A sign up sheet and some talking points would be helpful at the station.

All inactive members who attend the event should receive a follow up message from our Ministry team.

4. The meeting ended with discussion about the UCC Conference meeting being held at BUCC on March 30th. The Welcome team was asked by John Samford to organize the food for the event (breakfast and lunch). Donna provided them a list of items that could be purchased, that was used for the leadership retreat held last Fall. Julie suggested getting donuts from Washtenaw Dairy. She will follow with MJ Raab to see if they could be donated or purchased at a discounted price. The Welcome team asked for assistance since they were given short notice on this event and there are many other things going on with the church that weekend (Nuns on a bus and Knight's Fisher House fundraiser). John will revisit the event with Leadership to solicit more help from them. He also offered to do any necessary shopping at Costco.

Submitted by,

Jenny Foster

Bethlehem United Church of Christ
Youth and Young Adult Ministry Team Minutes
February 12, 2019

Present: Katie Rowan, Lily Tinker Fortel

Youth Group:

Winterfest was a big success. Five youth and 2 adults attended.

Board Game Night is coming up on Feb. 14. This will be a regular monthly event.

Family Fun Night will be Feb.22.

Second semester dates have been added to the Meal Train website for Youth Group dinner signup.

There is a need for a new youth group assistant since Jesse has graduated and is currently job hunting.

Lily led a discussion with the youth concerning the recent incident in Washington DC in which a group of high school youth were on video apparently mocking a Native American man. Another discussion was about what love is, based on 1 Corinthians 13, and building community.

Service Projects: Youth will be involved in the Lenten fundraising projects for Bethlehem Builds. There will be several fundraisers for the Michigan Helps stoves for Guatemala. Succulents in wine-glass terrariums in macramé hangers will be sold. Donation boxes at game night and other events will also be available. Coins will be collected after Sunday services. The second recipient of Lenten fundraising efforts will be Genesee County Habitat. Habitat house piggy banks will distributed to collect money.

Young Adult:

The brunch is coming up on February 17. Lily will send out email invitations.

A planning meeting for this year's Habitat mission trip is scheduled for Feb. 27. Fellowship will host a Cinco de Mayo Taco Bar on May 5 and have invited us to hold the cake auction in conjunction with that event.

Next meeting will be March 12.

Submitted by Katie Rowan