

Leadership Council Meeting Agenda: March 12, 2019

Present: John Samford - President, Ron Dechert – Vice-President, Pastor John Kennedy, Judy Coucouvanis, Kris Lovelace, Sue Wortman – Secretary

Absent: Julie Feldkamp

Addendum to minutes:

On January 9, 2019, Ron Dechert requested a vote via email to support a short term rental (approximately 3 months) request for the church gym by One-on-One Basketball at the rate of \$400 per week. This rental was supported by Leadership Council via email on that same date with the stipulation that One-on-One pay the first month's rent up-front.

- The March meeting was called to order by president, John Samford at 6:30. (The February 12, 2019 Leadership Council meeting was canceled due to ice and difficult weather conditions.)
- Pastor John Kennedy led the group in an opening prayer.
- Minutes for the January 8, 2019 Leadership Council meeting were approved.
- **Capital Campaign**
 - Discussion on whether to combine Stewardship Campaign with Capital Campaign
 - It was decided to keep them separate
 - Capital Campaign will only cover repaying the loan taken out for the fellowship hall renovation
 - No one volunteered to head the Capital Campaign
 - The campaign has had a soft start with visuals showing progress posted in the Fellowship Hall
 - Promoting the Capital Campaign at the Bethlehem Homecoming celebration, scheduled for April 7, 2019
 - Discussion on possible displays of recent church life
 - Fellowship is working on food along with Welcome. It will be a brunch which will take the place of the brunch held on Palm Sunday
 - This Capital Campaign will be subtle during the Homecoming celebration because this is meant to potentially welcome back members who have not been attending recently as well as active members
- **Report from Pastor John**
 - Mary Cantor has resigned as Parish Administrator
 - An in-depth discussion followed regarding security and safety for both church people and property
 - A motion was passed to recommend changing office hours for staff so that no one works alone in the building
 - LC recommends Facilities request a meeting with the Ann Arbor Police to discuss ways to secure our building better and how we could make the building safer

- John S., John K., and Ron will meet with leaders of Ground Cover to discuss security
- **Reports from Ministry Team liaisons**
 - These reports were postponed for next month due to the amount of time taken up discussing security/safety issues
- **Reports from Task Forces**
 - Rental Task Force
 - Shannon and this task force continue to meet
 - Kris L has contacted Charles Reinhardt Company as a possible rental management firm. Kris is planning on performing a walk-through with a person at that office who is familiar with church rental to further understand possible rental spaces
 - Kris made a recommendation to relocate basement Sunday school classes to the first floor for safety and convenience. After discussion, a motion was made and approved that LC begin conversation with Christian Education to exam the possibility of relocating our Sunday school class to the gallery.
- **Ann Arbor Youth Chorale Rental**
 - Facilities recommend a 22% increase in rental rate for this group. This would be an increase of \$20 per night for rental. This will start a process to increase their rental rate. Ron, as the LC representative to Facilities will represent the church to negotiate this.
- **Human Resources issues**
 - Pastor evaluation process – Ron sent a draft document to LC on February 10, 2019. This will be discussed at another time
 - Employee handbook – postponed to next monthly meeting
 - Compensation for church staff (non-clergy) – discussion postponed
 - Ron asked to send out a survey to other local churches related to Human Resources. He gave a list of possible churches and also requested people contact him if they had other churches in mind. After reviewing the survey Leadership Council passed a motion for Ron to send out the survey

This meeting closed with the Lord's Prayer

Minutes submitted by Secretary, Sue Wortman

There is one minor point related to Kris talking to Christian Education. A motion was made and approved, based upon Kris' recommendation, that LC begin conversation with Christian Education to exam the possibility of relocating our Sunday school class to the gallery.

FACILITIES MINISTRY TEAM – BETHLEHEM UCC

Meeting Minutes of March 12, 2019

Present: John Irwin, Tom Ziesemer, Ron Dechert, Michelle Loukotka, and Rev. John Kennedy

Absent: Steve Darr

The meeting was called to order at 4 pm.

Minutes of the February meeting were accepted with one correction. The final sentence under new business should be deleted. Ron said that LC has not yet discussed a new rent rate for AAYC.

FEBRUARY FINANCIAL REPORTS:

No adjustments were made to the financial reports.

OLD BUSINESS:

Ron will take the proposed budget for the men's restroom in the 5th Avenue hallway to LC with our recommendation to proceed with that project. The proposal is to not exceed \$14,000.00.

The complaint by neighbors of the church regarding the noise made prior to 7 am when the lot and sidewalks are being cleared of snow was shared with Greg at Canopy. Unfortunately if they push the start time to 7 am they cannot guarantee that it would be complete before the church opens at 9 am. He did ask the crew to reduce the shouting they were doing that was a part of the complaint. We are uncertain if anyone communicated with the neighbors.

Ken Cook's invoice for repairing the leak in the restroom off the north foyer of the FH was \$689.50.

A request was made to turn down the heat in the basement Sunday School room. Lance from Precision believes it can be turned off. This needs further investigation before taking action.

Both boilers have been certified by the Michigan Dept. of Licensing and Regulatory Affairs; the certificate expires 01/07/2021.

Tom Z. and John I. will fill the pothole in the parking lot driveway entrance.

Ron will request that LC establish a structure for setting rental rates. This should include a definition of "membership" and what that accords in regard to rentals. BUCC needs to become better negotiators in regard to rentals. New contracts need to be finalized with AAYC, Edgefest [a Kerrytown event to showcase local talent], and Debra Zamperla.

John I. did not receive an answer from the insurance company as to whether anything needs to be noted in the policy regarding the FH update. He will inquire again.

The south door of the 5th Avenue entrance is not always closing properly; we need to monitor it for possible repairs.

Reinhart Realty suggested that if we intend to rent any of the rooms in the basement, we should upgrade the men's room on that level.

Universal Power Washing will wash the hood of the oven in the kitchen; this is mandated as a yearly requirement by the Health Department. The fee is \$330.00.

NEW BUSINESS:

Pastor John shared information about the two recent incidents with a member of the homeless community and a member of the Groundcover organization that led to Mary Cantor's resignation as Parish Administrator.

Pastor John will have the job posted tomorrow, Wednesday 03/13/2019.

The meeting adjourned at 5:20 pm.

NEXT MEETING: Tuesday April 9th, 4 pm.

Respectfully submitted,
Michelle Loukotka

Education Ministry Team Minutes

March 6, 2019

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

Eileen opened the meeting with words on fasting.

The Scholarship form will be updated and put on the web.

Lenten Mission Project –

Stoves for Guatemala – once we raise \$1,000, a donor will give \$100 for every \$150 we collect.

Ideas for raising funds:

- Coin collection – kids walk around the congregation to collect coins, Nancy will bring some buckets for the collection
- Youth Group Board Game nights in March and April could be fund raisers
- Decorate cookies on St. Patrick's Day - Paul & Barb Marshall and Kurt & Jane Schmerberg will bake cookies Saturday 3/16. The kids will frost on them on Sunday during the service and sell them during coffee hour
- Yoga classes can be fund raisers
- Stone soup – Will wait until at least mid-May due to the other activities going on in March and April

Genesee County Habitat for Humanity - Lily passed out coin boxes which are to be returned on Easter Sunday. Our goal is to have 50 boxes. Individuals and families can read the instructions and contribute whatever they are comfortable with.

Lily passed out Lenten devotional booklets.

Eileen talked about a piece she saw how protein distributed by UNICEF and how it improved the lives of people living in Central Africa. We will think about this for a future Mission Project.

Graduation Sunday – June 9 - We will have outdoor picnic. Jan will ask for help from Fellowship. We will do hot dogs and chips. Karen will bring a list of games we can get from the library to our next meeting. Lily will get something in the bulletin asking people to let us know who is graduating.

The meeting was closed with the Lord's Prayer.

Next meeting is 6:00, April 3rd.

Submitted by Karen Samford

Member Care Meeting Minutes

3/11/19

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

1. Advanced Care Planning Presentation Feedback

- There were 30 attendees at the presentation.
- The meal was well received and the format of having everything at each table, instead of a buffet, worked well.
- The presentation started 15 minutes late but ended on time.
- We signed thank you notes during our meeting for all of the presenters and Donna Whitney.
- We discussed hosting another presentation in the Fall. A possible topic could be Emergency Preparedness. Julie will take the lead on determining the topic and date.

2. Time and Talents survey update

Jenny continues to work with Donna on the content and format of the survey. Jenny would like to present a draft of the survey at the April Leadership Council meeting. Judy C. will let John Samford know that it should be added to the agenda for that meeting.

3. Rededication/Homecoming Event

We reviewed our list of members to contact with a save the date call. Lots of calls have been made and additional calls still need to be made. Our group will plan to help greet everyone before the service and during brunch in the fellowship room. We plan to have people sign a guest registry and we will hand out BUCC pens. After the event we will send a note to those members who attended that had not been attending in recent months and who received save the date calls.

4. Jacquie will reach out to members who have had recent loss in their family to see if they would like assistance with any meals.

5. We briefly discussed review of the membership rolls. Jenny read a summary report from Jan Burnham on the process they used in 2017. We would like to formulate our plans at our May meeting.

Next meeting is schedule for April 8, 2019 at 4:00 pm in the lounge.

Submitted by Jenny Foster

Bethlehem UCC Welcome Ministry Minutes

March 20, 2019

Attendance: Kurt Schmerberg, Paul and Barb Marshall, Gary Kade.

Meeting was called to order at 5:10 PM; Opening prayer offered by Kurt.

- 1.) Our previous meeting was a joint meeting with Member Care so the details were included in their minutes.
- 2.) Leadership Council Liaison – Kris Lovelace has resigned from Leadership Council and is no longer the liaison to our ministry team. It will likely be after the annual election in May that a new liaison is appointed.
- 3.) Budget Update: we have two current expenses showing for the calendar year. One for the Advent M-Live Ad and one for the Table Drape we purchased. No other expenses to date. Anticipated expenses are cake reimbursement to Paul and Barb for new member reception; and paper and envelope purchase to Kurt for welcome packet and invitation supplies.
- 4.) Home Coming Event – Invitations were stuffed and sent on March 8th; Barb talked with Mary Friend from the Archive group and they will have some items available. Kurt would like to set up a bulletin board and have folks write a favorite memory about the church and pin them to the board for a display. Ham has been ordered for brunch.
- 5.) Ground Cover Event – Kurt, Paul and Barb met with Susan Beckett and have worked out the advance logistics for the Sister Simone Lecture on March 31st. Kurt will forward the Fellowship Hall layout to the church office and will handle the audio and visual needs for the event.
- 6.) Covenant Association Meeting – We received the flyer from the Conference and are awaiting the headcount so that luncheon and coffee service items can be finalized. We are still looking for beverage coffee server assistance.
- 7.) Pew Card Update – The layout and wording are set, just waiting on images to send to the printer for an initial layout.
- 8.) Table Cover Update – Banquet Table cover was received and used by the Pastors and group providing ash imposition at the bus station.
- 9.) Welcome Packet project progress: All of the items needed compile complete Welcome Packets have been printed. The committee will “stuff” folders after our meeting to create a supply of completed folders.
- 10.) Other Business: We discussed post Home Coming activities to include reviewing the attendance and sending Thank You notes to our target attendees. We thought we should investigate engaging New Comers Club or Welcome Wagon (if they still exist) to further identify potential new members moving into the area. We talked about spending the summer period to plan the Fall Gathering for the neighborhood, and perhaps opening the Gym and our building during that time.

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

Respectfully submitted,

Kurt Schmerberg,

Welcome Ministry Chairperson

Youth and Young Adult Ministry Team Minutes March 12, 2019

Present: Katie Rowan, Lily Tinker Fortel

Youth Group:

Cookies will be sold on 3/17 to raise money for the Guatemala stoves.
\$300+ has been raised so far.

Terrariums with succulents will be sold in April, possible on Palm Sunday.
Additional succulents were purchased to supplement those grown from seed.

Six Care Packages were sent to college students.

Board game night will be March 14.

Young Adult:

Four attended the Feb. brunch. Another brunch has not been planned yet.

A Habitat trip planning meeting was held on Feb. 27. Possible dates for the trip are Sunday, June 16-Thursday, June 20 and Sunday, June 23-Thursday, June 27. Jamie Raab will investigate work opportunities in Detroit, Kalamazoo, and Flint. Crystal Wilcox will make a flyer for the cake auction and taco bar.

All Church:

No one attended the Feb. Friday Fun Night. There will be no March Fun Night since Lily will be on vacation.

Next meeting will be April 16.

Submitted by Katie Rowan