

BETHLEHEM

UNITED CHURCH OF CHRIST



ANNUAL REPORT

2018

BETHLEHEM UNITED CHURCH OF CHRIST
423 S. FOURTH AVENUE
ANN ARBOR, MI 48104-2301
(734) 665-6149
WWW.BETHLEHEM-UCC.ORG

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BETHLEHEM UNITED CHURCH OF CHRIST ANN ARBOR, MICHIGAN

MISSION STATEMENT

*To worship God;
To learn and live the word of God;
To engage in Christian service and fellowship;
To invite others to join us on our faith journey
in the ministry of Jesus Christ.*

COVENANT OF WELCOME APPROVED MAY 22, 2016

We, at Bethlehem United Church of Christ, declare ourselves an Open and Affirming congregation where we celebrate Christ's extravagant love. We covenant with God and one another to welcome the diverse tapestry of all people, no matter their age, race, nationality, ethnicity, economic circumstance, marital or family status, physical or mental ability, sexual orientation, gender identity, or gender expression. We invite everyone—believers and questioners, seekers and skeptics—to share their gifts in the life, leadership, ministry, fellowship, worship, sacraments, responsibilities, and blessings of our congregation.

CHURCH STAFF

DECEMBER 31, 2018

Rev. John L. Kennedy	Pastor
Dr. Orval L. E. Willimann	Pastor Emeritus
Lily Tinker Fortel	Minister of Spiritual Growth
Mary Cantor	Parish Administrator
Donna Whitney	Parish Secretary
Betty Clark	Financial Administrator
Thomas Burton	Music Director
Gail Jennings	Organist
James Rowan	Handbell Choir Director

LEADERSHIP COUNCIL AND ELECTED MEMBERS OF MINISTRY TEAMS, BOARDS, AND COMMITTEES

DECEMBER 31, 2018

LEADERSHIP COUNCIL

John Samford	President
Ron Dechert	Vice-President
Sue Wortman	Secretary
Shannon O'Reilly	Treasurer
Judy Coucouvanis	Member at Large
Kris Lovelace	Member at Large
Julie Feldkamp	Member at Large

FINANCE MINISTRY TEAM

Jeff Wortman	Chair
Ken Tappe	Elected Member
Karen Samford	Elected Member

FACILITIES MINISTRY TEAM

Steve Darr	Chair
Tom Ziesemer	Elected Member
John Irwin	Elected Member

OTHER MINISTRY TEAM CHAIRS

Jane Nicholson Schmerberg	Education
Caroline Ashenfelter	Worship
Jenny Foster	Member Care
Kurt Schmerberg	Welcome
Laura Seyfried	Outreach
Jane Ziesemer	Fellowship
Katie Rowan	Youth and Young Adult

BETHLEHEM CEMETERY BOARD

Susan Irwin	President
Jim Lutz	Vice President
Sallie Stadel	Secretary
Jim Goforth	Treasurer
Marilyn Pearson	Member at Large
Jerry Sutfin	Member at Large

NOMINATIONS COMMITTEE

Della DiPietro	Chair
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PASTOR'S REPORT

Remembering to Celebrate

"I have not stopped thanking God for you. I pray for you constantly, asking God, the glorious Father of our Lord Jesus Christ, to give you spiritual wisdom and insight so that you might grow in your knowledge of God. I pray that your hearts will be flooded with light so that you can understand the confident hope he has given to those he called—his holy people who are his rich and glorious inheritance. I also pray that you will understand the incredible greatness of God's power for us who believe him. This is the same mighty power that raised Christ from the dead and seated him in the place of honor at God's right hand in the heavenly realms."

—Ephesians 1:16-20

Sometimes I struggle to express in writing what it is I want to communicate in person. I can speak the words, but writing them can seem like an exhausting wrestling match with God and my own soul. "I am thankful for so many things, but mostly God; without God, I'd have nothing else to be thankful for." If I were speaking with you face to face, I would say, **"Thank God! Thank you, Bethlehem, you're doing great!" Well done, good and faithful disciples! I am so thankful for God's gift of grace upon grace, my family, and for you. God is accomplishing so much in us and through us.**

I watch with a glad heart as we grow spiritually and in relationship with God and one another. In hope and faith, we have plowed the ground, moved stones, tilled the soil, and planted fresh new seeds. The seeds have burst open; the roots have gone down, and now the shoots of green have broken ground and are growing. Rather than comfort and familiarity, we have hoped, taken risks, and ventured into new journeys of faith. Every time we celebrate communion and hear the words "This is my body broken for you, and this is my blood shed for you," we remember and give thanks that Christ risked so much because of God's love for you and the whole world. The same mighty power that raised Christ from the dead is doing wonderful things in you and through you! Thank God! Thank you, Bethlehem UCC! Well done, good and faithful disciples!

It fills my heart to see so many of you providing leadership. You are fellow ministers, and you are leading with your gifts, creativity, energy, and faith. Thank you for the many things that you are living and doing. Thank you, John Samford and our Leadership Council, for providing vision and leadership that has led to so many wonderful outcomes! Thank you, Jennifer Vasquez, for creating new Supper Groups! Thank you for risking welcoming the Nordic Choir and holding a chili cook-off in our gymnasium while our fellowship hall was being remodeled. Thank you, Tom Z., for starting a Bethlehem veterans' group and leading us to take on Fisher House as a new ministry for veterans and their families. Thank you, Kurt, Lily, Jane, Liechen, Vicki, and Eileen, for serving as Stephen Ministers. Thank you, ONA Committee, for involving our youth in painting and assembling the rainbow doors that are in front of our church. Thank you, Kurt and Welcome Ministry for hosting the Covenant Association of the UCC at Bethlehem. Thank you, Kurt and Welcome Ministry, Jennifer and the Member Care Ministry, and Jane Z. and Fellowship Ministry, for hosting the Washtenaw Interfaith Roundtable Thanksgiving Service at Bethlehem and the "Homecoming" and Rededication of Willimann Fellowship Hall. Thank you, Steve Darr and the Facilities Ministry Team, you have worked so hard in not only

maintaining our building but also overseeing multiple improvements throughout our facilities and ground. Thank you, Ron Dechert, for being the project manager for the renovation of the fellowship hall and installation of air conditioning. Thank you, Jim Stadel, for overseeing the installation of our new sound systems in the fellowship hall and sanctuary. Thank you, Kris Lovelace, for creating the beautiful design for the renovation of both of the main floor women's restrooms. Thank you to Jeff Wortman and our Finance Ministry for implementing sound financial practices and finding creative ways to responsibly fund our many projects with integrity and accountability. Thank you, Della Di Pietro and our Nominations Committee, for praying, searching, and working to recruit leaders for our congregation. Thank you, Jane Schmerberg and our Education Ministry Team, for creating safe and healthy spiritual faith formation opportunities for our children and youth and for leading us to make "Lois's Corner" a warm and inviting place for our families. Thank you, Caroline Ashenfelter our Worship Ministry Team, for creating meaning and inspirational worship experiences involving our laity, youth, and children in worship and for the many special services during Lent, Easter, Totenfest, and Christmas. Thank you, Tom Ziesemer, Worship Ministry Team, Welcome Ministry Team, and choir, for the Living Nativity at Bethlehem. Thank you, Barb and Paul Marshall, for leading the Friday Parking Lot Pretzel rollers for so many years! Thank you, Michelle Loukotka and the Holy Rollers pretzel group. Thank you, Michelle and Bob Loukotka, for faithfully and continually preparing our altar, chancel, and Holy Communion for our worship together. Thank you, Hans Maier and our Ushers and Greeters, for welcoming and watching over our members and visitors. Thank you to our Sound Team: Kurt, Gary, Jamie, Jesse, and Edgar. Thank you to our many office volunteers during the week and on Sundays. Thank you, Jenny Foster, for lovingly overseeing the Grief Support Ministry and Member Care. Thank you, Jane Ziesemer, and so many Bethlehem members for arranging, serving, and hosting so many events of fellowship.

Thank you to John Samford and the members of our Leadership Council who have worked, prayed, and provided leadership that guides Bethlehem. Thank you to our ministry team chairs and ministry team members who have finished your terms and for those who will be coming onto new leadership positions. Thank you, Lily Tinker Fortel, for your creative work in leading our entire congregation into new opportunities for faith formation, along with our Education Ministry Team and Outreach Ministry Team. You helped lead our congregation to raise roughly \$9000 for Habitat for Humanity, Mission Trip to Flint, and the Guatemala Stove Project (thank you, Della and Gary!).

Thank you to our Bethlehem staff and Lily Tinker Fortel. Thank you to our former Parish Administrators, Carol Leyshock (retired) and Mary Cantor, and our new Parish Administrator, Julie Rhodes. Thank you, Donna Whitney, for your faithful and wonderful work and for the many hats you have worn. Thank you, Thomas Burton, Gail Jennings, and Jim Rowan, for providing beauty and inspiration through music in every worship service.

"Thank God! Thank you, Bethlehem, you're doing great!" Well done, good and faithful disciples! I am so thankful for God's gift of grace upon grace, my family, and for you. God is accomplishing so much in us and through us.

God loves us all with no take-backs!
Pastor John

SPIRITUAL GROWTH AND DEVELOPMENT

In April 2019, I marked two years' tenure as Bethlehem's Minister of Spiritual Growth and Development. The 32-hour per week position includes overseeing Spiritual Growth and Development for Bethlehem members of all ages.

My work is informed by love for people and a deep, abiding faith in our potential to realize a just world for all. Whatever the activity, I aspire that there is space for nurturing ourselves in the midst of our full lives, building sustaining and beloved community, and engaging the guidance of our faith tradition. Below, you will read specific highlights of my work over the past 18 months. I remain grateful for the opportunity to work with you, Bethlehem's members, in this capacity.

Youth and Young Adult Ministry Team In January 2018, Katie Rowan began her tenure as the chair of the Youth and Young Adult Ministry Team. I am grateful to Katie for the ways in which she has supported Bethlehem's youth and young adult ministries. *Below, you'll read a summary of primary reflections in the areas of youth and young adult ministry. See the Youth and Young Adult Ministry Report for a detailed reporting on the work.*

Middle- and High-School Youth Group

Youth Group is a supportive, welcoming space where we extend care, respect, and belonging to all. In the 2018-19 school year, we welcomed three new sixth-graders into regular Youth Group participation. At the same time, some of our established core of Youth Group members have become more occupied with extracurricular activities. We remain deeply grateful to Jesse Wilcox for his active volunteer leadership with, and support of, the youth group. Here are some highlights:

- **Integration** A goal this year has been ongoing integration of the youth in the communal life of the broader congregation.
 - Service: In addition to their own service projects (food bags for distribution in the church office), the Youth Group has collaborated with congregation-wide service projects, including the Guatemala Stove Project and Church World Service kits.
 - Board Game Night: We began this church-wide event in January 2019. It is our hope that second Thursday board game night will continue to grow in the coming months.
- **Travel** We had two wonderful Youth Group trips this year:
 - Summer 2018, Regional Youth Event in Elmhurst, Illinois.
 - February 2019, WinterFest Ski Trip in Big Rapids, Michigan.
- **Youth Room Improvements** In summer/fall 2018, we began the first phase of improvements to the youth room. We purchased new furniture, new lighting, and window fixtures, and we painted. Huge thanks to Jesse for his volunteer commitment to this effort. More improvements to come!

- Looking Forward Confirmation classes will happen beginning fall 2019. I hope for continued engagement between youth and the broader congregation, including more participation in Sunday worship. We will continue hosting church-wide Board Game Night one Thursday a month. As schedules of youth and families become more full, we will seek to offer more activities outside Thursday evening Youth Group. We have had initial conversations about a summer 2020 youth-specific service trip.

Young Adult Ministry

- Habitat The annual Habitat for Humanity summer service trip and related activities remain the primary mode of engagement for Bethlehem's young adults.
- Looking Forward We are excited about the potential for a monthly "Brunch Bunch" for Bethlehem's young adults.

Education Ministry Team and Young Children and Families *Here, I refer you to the Education Ministry Team Report* as I extend my sincere appreciation to Jane Schmerberg for her service as EMT chair over the past years; Eileen Koprowski for her willingness to step into this role; and the entire Education Ministry Team and Sunday school and nursery volunteers/teachers for their loving commitment to Bethlehem's youngest members. We all remain grateful to Kelsey Postler, our nursery and Sunday school teacher, for her teaching of, and care for, our youngest members on Sunday mornings.

- Service A highlight this year has been the collaboration among the Education Ministry Team, Outreach, and the Bethlehem community for a variety of service projects. *See more below.*
- Our Family Fun Nights continued in the spring and summer of 2018. We will explore continuing them beginning fall 2019.
- In December 2018, Spiritual Growth and Development (SG&D) distributed the book *Faithful Families* to Bethlehem's families with children and youth. I also distributed Advent calendars from Serrv.
- In winter 2018-19, we opened the gym and youth room for one snow day. We will continue to explore this as a service/activity in the year to come.
- For Easter 2018 and 2019, SG&D gifted Easter activity baskets to Bethlehem children and youth during the 10 am worship services.
- Looking Forward In the coming months, the Education Ministry team will evaluate current Sunday school curriculum and explore new curriculum potentials for the 2019-20 school year.

Spiritual Growth and Development for Adults A holistic frame recognizing that spiritual development happens within and outside the church walls continues to inform this work. Here are some highlights:

- Our Prayer Circle continues to meet twice monthly, on the first and third Thursdays at 11:30 a.m.
- Members of Bethlehem's meditation group participated in the Oprah and Deepak 21-day Meditation Experience in March 2018, July 2018, November 2018, and April 2019.
- Devotionals Using funds from SG&D, we distributed devotionals published by the UCC's *Stillspeaking Writer's Group* for Lent 2018, Advent 2018, and Lent 2019.
- *See also "Community Engagement" and "Coordinated Service Efforts" below.*

Classes

- Jamie Dylenski taught a New Testament Class in January and February 2018.
- Garden and Mustard Seed Parable With news that Bethlehem's Cemetery garden group was ending, I engaged members from Welcome, Facilities, and Youth Group to install three raised beds in the Fifth Avenue yard for a participatory, summer-long study and hands-on exploration of the Mustard Seed Parable in 2018.
- In May and June 2018, I taught two concurrent classes on the Poor People's Campaign: A National Call for Moral Revival. Our study was anchored in Biblical texts, historic documents, and Rev. Dr. William Barber's book *The Third Reconstruction*. About 15 Bethlehem members participated.
- In October and November, I taught UCC 101, a four-part class, where we explored the past, present, and future of the United Church of Christ. Thirteen Bethlehem members participated.
- Yoga for Advent In December, as part of my yoga teacher training, I lead a five-part class titled "Yoga for Advent." In all, about 29 Bethlehem members and friends participated.
- Gentle Yoga Inspired by the success of Yoga for Advent, I've continued teaching regular yoga classes in 2019. These twice-monthly (sometimes more frequent) classes draw an average of six Bethlehem members and friends.
- In February 2018, I hosted Bible explorations/studies on Luke-Acts at my home. Twelve Bethlehem members participated.
- Book Groups Beginning in 2019, we revived a book group at Bethlehem. We've read *Reading with Patrick* by Michelle Kuo and *Dare to Lead* by Brene Brown. We are currently reading *Evicted* by Matthew Desmond.
- Looking Forward My doors are always open for discussion and collaboration around adult faith formation activities and classes. I welcome your ideas and your feedback! There is a desire for adult faith formation during the 9 am hour on Sunday mornings. We will continue some of the aforementioned activities that are successful, and we'll explore new activities as the desire and opportunity arises.

Community Engagement

- Activism About 10 Bethlehem members joined the Women's March in January 2018. In April 2018, about 20 Bethlehem members and friends participated in Ann Arbor's March for Our Lives. We marched with signs that read "Bethlehem UCC Stands with Students" and "Marching for Our Lives, Praying with Our Feet." I participated in the Michigan Poor People's Campaign 40 days of direct action in May and June 2018.
- CROPWalk Led by our Youth Group, the Bethlehem Pllamas joined Ann Arbor's Church World Service CROPWalk on Sunday, September 30, 2018. We had 21 official Pllamas, and 19 who walked. The Bethlehem Pllamas raised over \$1100, far exceeding our fundraising goal of \$551!
- Interfaith Roundtable I continue to participate in the Interfaith Roundtable of Washtenaw County. We hosted the Roundtable's monthly forums in April 2018 and April 2019. We also hosted the annual Thanksgiving Celebration in November 2018.
- In 2019, thanks to my relationship with Interfaith Center for Peace and Justice, Bethlehem opened our doors to Allies for Change for their 40-hour "Doing Our Own Work" anti-racism training in March, April, and May. In exchange for the use of space, Bethlehem members were invited to participate in the training. One member took part.

- In March 2019, Bethlehem was home to an event sponsored by the Michigan chapter of the anti-poverty organization Results. The fundraiser featured local artists and nationally renowned speaker and activist Sister Simone Campbell of Nuns on a Bus.
- Groups of Bethlehem members attended a variety of events in the community, including worship services, concerts, and lectures.
- Looking Forward We will continue to seek opportunities to open our doors, and go beyond our doors, for broader community and partner events. We will also seek greater participation in ongoing and new hands-on volunteer service activities.

Coordinated Service Efforts Working with individuals and ministry teams to provide church-wide opportunities for service has been a highlight this year. I often say, “I am never surprised, but ever amazed.” Bethlehem is a generous congregation, with great care and love for those in need in our world.

Church World Service

- CWS School and Hygiene Kits In fall 2018, Auxiliary/Mother’s Study led the collaboration among Outreach Ministry Team, Education Ministry Team, SG&D, and the entire congregation. We gathered enough supplies for ****137 Hygiene Kits**** and ****60 School Kits****! We also donated school supplies to Peace Neighborhood Center.
- *See CROPWalk above.*

Bethlehem Builds, 2019 Lenten Mission Project Led by the Education Ministry Team, Outreach Ministry Team, Youth, and SG&D, Bethlehem had two Lenten Mission projects. **In total, we’ve raised over \$6826!**

- Habitat Lent Builds Seventy-plus Bethlehem members and families participated in a Lenten devotional that invited reflection on the gifts of our own homes as a way of fundraising for Habitat for Humanity of Genesee County. Our current fundraising total is ****\$3260****! Our initial goal was \$1000.
- Guatemala Stove Project Della DiPietro and Gary Kade introduced Bethlehem to Michigan Helps and the opportunity to raise funds for the installation of stoves in homes in Guatemala. On Sundays during Lent, Bethlehem’s children collected coins, cash, and check donations from the congregation. The Education Ministry Team led cookie sales on St. Patrick’s Day. The Youth Group collected donations during board game nights, and I collected donations during yoga classes. Our current tally is ****\$3566****! That’s enough money to fund the installation of 14 stoves! Our initial goal was \$1000 or enough for 4 stoves.

Habitat *See next page.* .

Serrv I am grateful to Diana Slaughter for her leadership in offering the congregation an opportunity to order fair-trade holiday gifts from Serrv in 2018.

Habitat Trip and Outreach Ministry Team

Habitat 2018

- June 25-28, 2018, a group of 11 Bethlehem members traveled to Flint for our annual summer service trip. We volunteered with Habitat of Genesee County and the Food Bank of Eastern Michigan.

- Our May 6, 2018, Cake Auction raised a total of \$4373 (cake auction, bake sale, and proceeds from the Fellowship Ministry Team's brunch that day).

Habitat 2019

- We are currently planning our 2019 summer service trip to Flint from June 16-20, 2019.
- The May 5, 2019, Cake Auction raised over \$2334 (cake auction, bake sale, and proceeds donated from the Fellowship Ministry Team's brunch that day). Although less than the 2018 Cake Auction, this is particularly remarkable considering our Habitat Lent Builds raised \$3260 for Habitat for Humanity.

Stephen Ministries We trained our first cohort of Stephen Ministers in spring 2018. Since the commissioning in March 2018, my responsibilities have decreased. I continue to join twice monthly meetings/trainings as I am able.

Worship Leadership I enjoy participating in worship leadership. In addition to regularly leading the children's moment during Sunday service, I have delivered sermons when Pastor John was away on sick leave in spring 2018 and on vacations in 2018 and 2019, and for special celebrations such as Graduate Recognition Sunday. I also provide pastoral care in home and hospital visits.

Although there is a desire for continuation, our weekly alternative worship services, which began in fall 2017, have stalled as we await direction from Pastor Kennedy and the Worship Ministry Team.

Professional Development I continue on the path toward ordination. In spring 2018, Pastor John and I met with the Church and Ministry Committee. I am now a "Member in Discernment." In spring 2018, I took an online UCC History and Polity Course. In fall 2018, I participated in a Clinical Pastoral Education (chaplaincy) internship/training at Michigan Medicine.

In conclusion, it is a joy to learn with and from you as we live this crazy, wonderful journey of life, and as we work to realize the vision we profess/pray every Sunday of "Heaven on Earth," or, as the UCC calls it, "a just world for all."

Respectfully submitted,

Lily Tinker Fortel, Minister of Spiritual Growth and Development

CONGREGATIONAL PRESIDENT'S REPORT

This “annual” report from the president covers nearly a year and a half. I’ve been privileged to work with a talented, thoughtful, dedicated group of leaders and am grateful for the experience.

Among other things, our bylaws mandate Leadership Council

- Shall, in consultation with the Pastor, engage in strategic planning for the future of the Church and, in collaboration with the various Ministry Teams, set the overall policy and direction of the Church.
- Shall work with the Pastor, other staff, the Ministry Teams, and other laypersons to implement that strategic direction.

It’s a constant battle not to yield to the temptation of micro-management. That’s why we have ministry teams, other groups, and especially task forces, when council sees effort is needed which doesn’t fall within a team’s portfolio.

Other sections of the 2018 Annual Report detail the work of the various ministry teams and groups. I’ll focus on the various task forces.

In early 2017 a group began meeting with Phoenix Contractors to discuss air conditioning the sanctuary and renovating the fellowship hall. Over the course of 13 months the congregation approved contracting with Phoenix for those efforts which were completed with a “homecoming” Sunday rededication of the Willimann Fellowship Hall. I look forward to the first hot Sunday when the air conditioning will cool the sanctuary and fellowship hall. The renovation and improved climate control make our facilities more attractive not only to ourselves but also to others: visitors and rentals.

The Rental Task Force has been hard at work updating a rate sheet for renting various parts of our facilities. We’ve learned we shouldn’t short ourselves in charging appropriate amounts. Individual events are arranged using the sheet. Long-term contracts are approved by Leadership Council and include: U of M Nursing School’s COPD study, Ann Arbor Youth Chorale, gym rental. Rentals help fund our Operating Budget. Thanks to Shannon O’Reilly for leading this task force.

Our bylaws mandate Leadership Council review our pastor annually. We did so this past year, and it became apparent work was needed on the procedure and tools used. A task force of one, Ron Dechert, put together a nice set of assessments to be used for evaluation, involving Leadership Council and the pastor (annually), ministry teams (every two years), and the congregation (every three years.) I urge everyone to participate thoughtfully in these assessments and to think of them in terms of oneself.

This period has seen BUCC change from a fiscal year concurrent with the calendar year to one starting June 1. This suggestion from the Finance Ministry Team to Leadership Council and then the Governing Body required changing the bylaws and a five-month transition period from January through May 2019. We expect a number of benefits to accrue from this change. We thank all those who served elected terms extended by five months.

Facing FY 2020 with new and returning leadership, I believe Bethlehem is in the best shape I’ve seen in the dozen years I’ve been a member. I appreciate the opportunity to continue to serve. I welcome your input on Bethlehem’s strategy and direction. Let the Holy Spirit guide your speaking and my listening.

John Samford

President, Bethlehem United Church of Christ

**Bethlehem United Church of Christ
Congregational Meeting Minutes
January 28, 2018**

Attendance 61 (Quorum is 25)

The meeting was called to order by President Sue Buday.

An opening prayer was offered by Pastor John Kennedy.

- **A motion to accept the agenda as distributed was approved.**
- **A motion to accept the minutes of the January 29, 2017 Congregational Meeting was approved.**
- **A motion to accept the minutes of the April 30, 2017 Special Congregational Meeting was approved.**
- **A motion to accept the minutes of the August 13, 2017 Special Congregational Meeting was approved with the correction of the spelling of Payeur in the last paragraph.**

Nominating Committee - Cresson Sloten, representing Della DiPietro, chair and member Kathy Warner thanked the effort and time of those leaving positions, Sue Buday-President, Jan Burnham-Member Care, Mike Haab-Cemetery Board, Paul Marshall-Cemetery Board, Jane Conlen-Finance and Isaac Wilcox-Youth. Cresson then presented the slate of nominations for open positions.

- **A motion to accept the slate of candidates as presented was approved.**

Sue Buday thanked those leaving offices and those coming on.

Proposed General Operating Budget for 2018 -

Jeff Wortman acknowledged the other members of the Finance Ministry team, Ken Tappe and Mike Haab. He then presented the proposed 2018 General Operating Budget.

Comments from the Congregation:

In the past there was an effort to tithe our offerings to outreach, this budget provides no outreach from offerings – Finance will take this into consideration, currently funds given to the church for outreach are being used for that purpose and this will challenge congregation to make up the difference. Pastor John and other members mentioned several examples of outreach not included in the outreach line item, including the Living Nativity.

An explanation of the McKay Funds was requested – The church receives the income from the funds. The principle does not belong to Bethlehem.

Along with praise for the great job Finance has done on the budget, it was pointed out that while expenses are greater than income, we have a way to cover the difference and therefore it is not actually a deficit budget.

It was suggested those not meeting their pledge be contacted. Another suggestion was, if pledges are often not met, it might be better to use a lesser amount for that income line in the budget.

Sue thanked Jeff and the Finance Team

- **A motion to accept the general operating budget for 2018 as presented was approved.**
- **A motion to adjourn the meeting was approved.**

The meeting was closed with Lord's Prayer.

Respectfully Submitted, Karen Samford, Secretary

Bethlehem United Church of Christ
Congregational Meeting
Minutes, Sunday, April 15, 2018

- The meeting opened with a prayer by Pastor John
- Agenda was accepted
- Ministry team reports
 - Finance – Jeff Wortman
 - Correction to printed annual report
 - Kouster/Hudsel account totals were inadvertently switched in the printed annual report. Correction so noted.
 - We ended 2017 in a better financial position than we started
 - Investment returns improved
 - We have been given a financial gift to provide air conditioning for the sanctuary
 - Year-end balance 1.4 million \$88,000 increase but off-set by sanctuary air donation
 - Looks like we will reduce our deficit due to rental income increases
 - UM nursing \$43,000 for the year
 - Basketball -
 - Last year – 40,000, this year 6x,000 coming in thank you facilities
 - Concerns about the principle the church has – please talk with Finance Ministry Team – don't want rumors suggesting otherwise
 - Worship Ministry Team – John S. standing in for chair
 - Apologies for canceling sunrise service in cemetery on Easter without enough notification.
 - Welcome Ministry - Kurt
 - Welcome has purchased 2 canopies which highlight our commitment to being an ONA congregation. There is one canopy at the front door and the other is over the fifth avenue door. Welcome mats have been purchased and placed at entrances
 - Purchased ONA plaque & banner in sanctuary – these will be dedicated at a service this May in celebration of the passing of becoming ONA
 - Pretzels sale continue
 - Trying to get 12 new members per year as a goal
 - Education Ministry – Kurt for Jane
 - Plan for Lois' Corner in the sanctuary – a children's area for kids to take part in worship service in honor of Lois Haeussler – this project is underway
 - Member Care Ministry – Mary Jean
 - Thanks to Jan Burnham – chair for the first 3 years of this group
 - This team creates a statistical report of membership and attendance every other year. This report has been collected 2 times so far.

- Birthing of the Stephen Ministries – Members went to a workshop and are working together to start a Stephen Ministry team
- Outreach Ministry Team - Laura
 - Outreach is working on aligning our understanding of peoples' needs, both locally and internationally
 - Four groups were chosen for donations this year. Each of these 4 groups received \$3500; Alpha House, Safe House, Peace Neighborhood, and Food Gatherers
 - Hope to get new volunteers with these groups or contact Outreach if you have ideas for other volunteer opportunities. Outreach is also looking at Social Justice issues – people went to March for Our Lives – to hear about our wider mission.
- Fellowship Ministry Team – Jane Z.
 - Thanks to members and everyone here for helping make their events successful
 - If you have ideas for events please let Jane and Fellowship know
- Youth and Young Adult Ministry
 - See written report
- Facilities Ministry – Steve Darr and Tom Z.
 - Special thanks to Jim Stadel for all the work he does
 - Trying to lower utilities costs – looking into cost and efficiency of solar energy
 - Thanks to Carol Leyshock
 - Capital projects – looking into bigger projects
 - Review proposal for renovations of women's first floor rest room across from the church office
- Pastor John
 - We are a strong church holding together during lots of recent changes
 - Facilities and Leadership Council are working on prioritizing building renovation projects
 - LC wants to get improvements going, improve restrooms, for example
- John Irwin from Facilities
 - Showed a presentation on women's bathroom on the first floor, opposite the office
 - Trying to be cost conscious
 - Don't expect the need for a permit – this is an update
 - Expecting it to take approximately 3 weeks once the project starts
 - Kris explained some of the complications behind the walls of the restroom – granite wall behind
 - Questions on this bathroom project:
 - Making the bathroom more accessible - this is the only option to provide an accessible bathroom
 - Finance supports the project – would like to see contingency funds increase by an additional \$3,000.
 - Door would be too heavy to be accessible – The power needed to have this is not included for this estimate. There may be members

willing to donate specifically for an accessible door. It would have to be approved. Would have to see what the door would cost. This price doesn't include running the electrical to be able to power a handicap door. Approximately \$450.00 would be needed to run the electricity for an accessible door.

- Maybe the cost estimate needs to be increased to make sure all these things are covered. If we want to expand the project we would need to
 - Formal Motion: Motion to increase restroom project by \$450 for electrical power. Spend up to \$26,450. This includes \$3,000 more in contingency. Contingency total would be \$4,450.
 - Discussion
 - Amendment: Change the bottom line not to exceed \$30,000 and include the inclusion of a push-button door.
 - A motion was made to accept the presented proposal to improve women's rest room with funds not to exceed \$30,000. This motion passed.
 -
 - Motion to adjourn this meeting, seconded and approved.

Minutes submitted by Susan Wortman, Church Secretary

**Bethlehem United Church of Christ
Congregational Meeting
Minutes, June 17, 2018**

The meeting was called to order by President John Samford.

An opening prayer was offered by Pastor John Kennedy.

Pastor John –

- Reiterated the congregation voted several years ago to stay in the building with improvements
- Thanked all who have helped with upgrades to make the church building more welcoming
- Mentioned we have already approved renovation of a restroom across from the office
- Expressed appreciation for Lois Haeussler's contribution toward air conditioning the Sanctuary
- Noted that when the a/c goes in, it will go through the ceiling of the basement

Ron Dechert –

- Noted a 2016 list of needed renovations included the fellowship hall and adjacent restrooms
- Reported Facilities recommended improvements to the fellowship hall and a/c in the sanctuary
- Presented concept drawings for fellowship hall by Phoenix - a vision of what it could be
- Detailed estimated cost: Sanctuary a/c \$185,000, Fellowship Hall improvements, including ADA compliant restrooms, \$360,000 for a total package estimate of \$545,000. The estimate does not include enclosing/hiding pipes and radiators. Also not included are unknowns: possible electrical issues, hazardous material removal, etc.
- Phoenix would be in charge of overseeing the entire project.
- Leadership Council is requesting endorsement to go forward to get more accurate costs.

Jeff Wortman –

Provided some financial options for paying for these projects:

1. Borrow from existing building related funds and have a capital campaign with full or partial payback
2. Wait until a capital campaign is completed
3. Secure a bank loan

Suggestions from the floor included issuing church bonds and borrowing from UCC's Cornerstone Fund.

The following motion was made and passed:

The congregation endorses moving forward with sanctuary air conditioning and fellowship hall renovation.

The meeting was closed with Lord's Prayer.

Respectfully Submitted, Karen Samford (for Sue Wortman, Secretary)

**Bethlehem United Church of Christ
Congregational Meeting
Minutes, September 23, 2018**

Number of members attending meeting were 68. A quorum is 25.

Pastor John began the meeting with a prayer.

President, John Samford called the meeting to order and called on Ron Dechert, Phoenix Project point person to update the congregation.

- After receiving bids from their contractors, the proposed budget from Phoenix came in \$13,000 less than expected at \$529,000. This price includes: 1.) The remodeling of the Fellowship Hall, and 2.) Sanctuary air conditioning.
- The final bid includes tile flooring, rather than carpeting. It does not include the fireplace shown on the drawing that was displayed in the Fellowship Hall during this meeting.
- We will receive a detailed schedule from Mark Hiser of Phoenix.
- Phoenix is close to getting a building permit for this project and expects to be able to start possibly by the week of October 9 but more likely they would start the week of October 22. Both projects are expected to be finished by the end of January - early February 2019. The use of the Fellowship Hall will be restricted during this time period until the project is completed.

Finance Ministry Chair, Jeff Wortman was called to present recommendations for paying for this building project.

- Funding requirements for completing both air conditioning in the sanctuary and renovations to Fellowship Hall are estimated to be approximately \$530,000.
- Finance Ministries is proposing financing this project using 3 sources
 1. Existing donations from Memorials & Gifts - \$210,000
 2. Direct funding from the church investment fund - \$200,000
 3. Taking out a 3 year loan for the additional \$120,000 with Bank of Ann Arbor
- See attached presentation for further details on financing this project

After open discussion and clarifying questions from the congregation were answered the following motion was made, seconded and passed unanimously by vote of the congregation:

Move that we approve both projects [air conditioning of the sanctuary and renovation of the fellowship hall] and also approve suggested funding.

Meeting was adjourned.

Minutes submitted by Susan Wortman, Church Secretary

PowerPoint attachment from Finance Ministry Team:

Funding Considerations for 2018 Church Renovations

- Estimated funding requirements - \$529,909
 - Sanctuary air conditioning
 - Renovations to Fellowship Hall
- Funding Sources
 - Existing donations from Memorials and Gifts - \$210,000
 - Donors and/or specific amounts asked to not be identified
 - Direct funding from Investment Fund - \$200,000
 - Donations or Loan - \$120,000
 - 3 year loan planned to allow construction to start near term

8/6/2018

1

Funding from Investment Fund

- Investment Fund Balance is 1,146,613 (8/31/2018)
 - Balance will be approx. **\$1,108,613** after planned \$38,000 withdrawal to fund operating budget
- Proposed Funding of \$200,000 from unrestricted / undesignated funds
- All restricted funds "principal" remain untouched and along with unrestricted funds totaling over \$908,613
- Leaves over \$312,000 plus \$20,000+ in annual investment income without restrictions
 - Contingency to cover future unexpected expenses or operating budget funding

8/6/2018

2

Loan Arrangements & Terms

- Bank of Ann Arbor recommended as lender
 - All Bethlehem banking is with BoAA, a local banker
 - Loan rates are competitive
 - Many intangibles in working with local contractors (Phoenix), explaining processes and providing general support/guidance to Bethlehem, Lending unit focused on Charities and Churches
- Loan Terms
 - \$120,000, 6 month draw
 - Interest Only paid during the draw period
 - Draw period would start after Bethlehem funds have been used
 - After draw period, 3 year, Fixed Rate, interest only note
 - Interest Rate = 5.74% est.
 - Actual rate set at closing
 - \$650 Fee at 0.5% of loan amount
 - Repayment – Monthly interest only, Principal payments from collection of capital campaign funds

8/3/2012

3

Cost Analysis Loan Repayment

Total Renovation Cost Estimate (examples)	\$ 529,909
Funds from M&G & Investment Fund	\$ 409,000
Amount to be Financed	\$ 129,909
Loan Related Fees @ 0.5%	\$ 650
Total Loan Amount	\$ 130,559
Loan Interest Rate (Fixed)	5.74%
Max. Interest Only Monthly Payment	\$ 576
Monthly Loan Payment (3 year amortization)	\$ 3,652
Total Cost - Level Monthly Payments (P & I)	\$ 131,489

8/3/2012

4

**Bethlehem United Church of Christ
Congregational Meeting
Minutes, Sunday, November 11, 2018**

- Meeting attendance approximately 51 people, constituting a quorum
- John Samford called the meeting to order and offered a prayer
- There is only one agenda item – vote to change church fiscal year to coincide with the church program year.
 - Jeff Wortman, Finance Ministry Chair presented the proposed changes necessary to our by-laws
- Jeff's PowerPoint
 - Jeff explained the changes necessary because computer presentation didn't work
 - Reasons for changing the fiscal year:
 - There is currently no alignment with program year and budget year
 - Currently the year-end results, requiring a great deal of work coincide with holidays and other commitments
 - budget would be much more predictable going into warmer months
 - Proposal: Change the church fiscal year from the current cycle January 1 to December 31 to become June 1 to May 31. This will require a transitional period to align the current fiscal year with the proposed fiscal cycle. This would require a one-time 5-month budget which would cover January 1, 2019 to May 31, 2019. The annual meeting will coincide with the beginning of the proposed new fiscal year, starting June 1, 2019. By-laws concerning this change will be amended to match the new fiscal year.
 - Those giving contributions will still get year-end notification for tax requirements.
- John S. explains – the transition will be a 17-month annual report only for this transition
- A vote of the Governing Body to approve changing the fiscal year cycle to begin June 1 and end the following May 31 and amend the by-laws to reflect these changes was taken and passed.
- Meeting was adjourned

Submitted by Susan Wortman, Secretary

**Bethlehem United Church of Christ
Special Congregational Meeting
Minutes, January 27, 2019**

The members attending this meeting were more than 40. A quorum is 25.

The meeting was called to order with a prayer, led by President John Samford.

The Financial Ministry Team (FMT) Chair presented the proposed church budget for the 5-month period of January 1, 2019 to May 31, 2019. This shortened budget period is necessary to cover church expenses for this one-time period as we change our fiscal year to start June 1, 2019. Leadership Council previously discussed and recommended this budget and seeks approval by the Governing Body.

After FMT presented the budget there were questions and discussion.

A motion was made, seconded and passed to accept the budget as presented.

Another motion was presented and seconded at this meeting but it was pointed out that, according to Church By-law, Article VIII:

At special meetings of the Governing Body, only such business as has been specified in the notice of the special meeting may be voted upon.

Therefore, no further action was taken on this second motion.

There was a motion and a second to adjourn the meeting. Members voted to adjourn.

Minutes respectfully submitted by

Susan Wortman, Secretary

MUSIC DEPARTMENT

This past year at Bethlehem was full of rich music making. I am so glad to have the opportunity to be a part of a community that celebrates the importance of music and singing in worship. Between the Chancel Choir, Handbell Choir, Children's Choir, and Bethlehem Orchestra, we saw many beautiful performances throughout the year from members of our own congregation as well as guests from our community.

The Chancel Choir had an extremely successful season. We were able to recruit several new members and grow the size of the choir considerably. Each Sunday, the choir sang with a beautiful sound, energy, and heart and were supported by the strong voices of our four section leaders. I am happy that we were able to give our section leads a raise this year (we went from \$25 a call to \$40). With this change in budget, it will be much easier for Bethlehem to attract highly skilled performers to support our choir.

Our choir's season was busy this year, with the group often singing two anthems a Sunday. We instituted a tradition of performing a Sung Benediction after each service, rotating among three short vocal blessings each week. Congregation members have responded quite positively to concluding each service on a musical note. A major highlight of this year was the performance of a full-length modern-day Christmas Cantata on the second week of Advent. The 40-minute cantata "God Came Near" by Tom Fettke, was performed with piano, two narrators, and choir and took the place of a sermon and liturgy for that week. The performance came off excellently and was received well by the congregation, with several people remarking on how the service was "the most beautiful they had seen." I hope the choir is able to continue this new tradition of performing a modern cantata each Advent.

Easter and Christmas were both successes this season. The music for each service was provided by our Chancel Choir and the Bethlehem Orchestra (an orchestra drawn from talented musicians within our congregation as well as paid freelancers from the Ann Arbor area). For our 7:30 Christmas Eve service, we performed the music of Mendelssohn and Healey Willan with string accompaniment. We were fortunate to have Deborah Gabrion return to play harp for our 11:00 p.m. service. Easter saw a performance of Ralph Vaughan Williams's Five Mystical Songs, featuring our own section leader Kurt Clare as the soloist. As always, we performed Handel's Hallelujah Chorus at the end of the service, with over 60 volunteer choristers coming up to sing the final anthem!

Bethlehem's congregation is full of talented young people, and it was great to have some of those young people perform as part of our Children's Choir. The small but mighty choir performed three times throughout the year and had three brief rehearsals (held after the service) prior to each performance. By providing the music to parents, the youth were able to practice their music at home as well as in rehearsal, and they always arrived prepared. It was a joy to have children singing out in our services, and I hope they are able to continue next year.

The Handbell Choir, led by Jim Rowan, continued to play an important musical role in our services. They perform once a month, as well as on our late Christmas Eve service. Gail, Jim, and I began to coordinate hymn selections with the handbell choir's anthem pick, making for more cohesive musical selections during these services.

Our sanctuary's acoustics are a delight for performers outside of our congregation, and we had many guests perform in our church throughout the year. In addition to many solo recitals and performances from the Ann Arbor Youth Chorale and Stevie D and the Wannabes, we had the pleasure of welcoming the Luther College Nordic Choir into our space in February. Many members of our congregation hosted these talented young singers, and we organized a chili cook-off competition to feed them before their performance. It was an amazing highlight to the year!

Each summer sees many solo and guest performances. Last year we had guest performances for each summer week, and we will continue with that this year. Solo performances add much to any worship.

I have had an amazing two years working for Bethlehem. The compassionate community and amazing opportunities here are truly extraordinary. I wish you all the best in the future and hope to be back to visit when I can!

Thomas Burton, Director of Music

FINANCE MINISTRY TEAM

This report covers the fiscal and calendar year 2018 and a shortened 2019 fiscal year of five months. We are currently in the midst of changing the fiscal year at Bethlehem to better align finances with the church program year and avoid the extra requirements on ministry teams during the Advent season. Fiscal year 2019 is only a five-month period, which allows Bethlehem to shift to operate with a fiscal year from June 1 to May 31, effective June 1, 2019. This change also affects the election of church leadership and ministry positions while providing budgets that align with plans for the coming program year.

We have completed over four years in which the stewardship of Bethlehem's financial assets is consolidated under one team to oversee the general operating budget, Memorials and Gifts, the Investment Fund, and the ongoing income from the McKay and Feldkamp trust funds. As our church progresses to implement its new structure and bylaws put in place four years ago, we continue to identify opportunities to more effectively manage and utilize the church's financial assets holistically as well as develop and implement improved procedures to ensure our stewardship of Bethlehem's financial resources.

The biggest single expenditure over the reporting period was the renovation of the fellowship hall and adding air conditioning to the hall and sanctuary with a final cost of \$505,953, almost \$40,000 less than originally estimated. Finance evaluated funding options and developed a financial plan to help the congregation evaluate proposed plans for the renovations. The congregation approved the renovations with authorization to secure a loan of \$120,000 to \$150,000. To date, over \$429,000 has been paid from major donations and unrestricted funds from earnings and donations to the Investment Fund. Bethlehem has secured a line of credit from Bank of Ann Arbor for the balance of \$76,099. The line of credit is a three-year interest only line of credit at 5.93% of the outstanding balance. Bethlehem will pay down the principal from the funds collected in the capital campaign.

Bethlehem started the year 2018 with approved expenditures of \$537,454 with an anticipated shortfall of \$90,722 to be supported by the Investment Fund. With income exceeding plan and expenditures well below plan, Bethlehem reduced the projected shortfall by \$28,800 with \$62,392 covered by the Investment Fund; 2018 was a \$10,205 improvement over the net for 2017, continuing a positive trend of reducing expenses and increasing income. Expenses were over \$24,000 less than budget, and Bethlehem was able to secure increased rental income for our facilities.

Through the first four months of fiscal year 2019, Bethlehem operated well ahead of plan with offerings and income on track to exceed the budget and expenditures managed by ministry teams to keep expenses well short of plan. The best estimate for FY2019 is that the shortfall will be close to \$40,000 although it was forecasted to be \$72,289 with expenses running nearly \$20,000 lower than 2018 for the same period. Analysis completed in preparation for changing the fiscal year showed that over 80% of the budget shortfalls occur in the first four months of the year due to higher energy and snow-removal costs.

The Investment Fund donations and earnings were used over the past 16 months to partly cover \$230,000 of the total renovation costs for the bathrooms, fellowship hall, and air conditioning in the sanctuary. Additionally, \$16,750 was withdrawn to support Outreach through the Hutzler donation; \$27,000 along with a cash surplus from 2017 was used to support the operating budget in 2018, along with anticipated withdrawals for fiscal year 2019. The last

month of 2018 saw investment losses of \$66,490 followed by a recovery of \$65,094 in the first four months of 2019. Since 2017 the Investment Fund has gained \$135,336 overall.

As of the end of April 2019 the Investment Fund balance is \$841,399, with \$262,704 available without restrictions and another \$11,312 available from the building endowment and \$21,500 available for Outreach from the Kusterer and Hutzler funds. Other details are available within the monthly Investment Fund report. The Investment Fund is managed in a relatively conservative portfolio by our financial adviser at Bank of Ann Arbor. The Finance Ministry Team meets at least once a year with the financial adviser (more often if necessary) to ensure our adviser is aligned with our objectives.

Memorials and Gifts ended the most recent month with a balance of \$128,666 after starting 2018 with \$255,954. The drop of over \$125,000 is the result of using gifts and donations made in 2017 and 2018 for the sanctuary and fellowship hall renovations. Throughout the reporting period Memorials and Gifts provided financial support to the various ministries across Bethlehem. A report on all fund balances within Memorials and Gifts is found later in this report.

The McKay and Feldkamp trusts' ongoing incomes contributed over \$69,000 over this period. These funds continue to do good works for the building, congregation, and community. These individuals had such foresight for which Bethlehem is so thankful!

In 2019, Bethlehem was approached by J.P. Morgan as they planned to resign as trustee of the McKay Scholarship Trust as they no longer planned to manage scholarship trusts. Subsequent discussions with JP Morgan and Bank of Ann Arbor led to J.P. Morgan resigning from the McKay Scholarship Trust and the larger McKay Endowment with Bank of Ann Arbor agreeing to take on the role of trustee. Due to excellent working relationships with Bank of Ann Arbor, we see many benefits with Bank of Ann Arbor as trustee. Specifically, we foresee a stronger relationship as trustee; Bank of Ann Arbor has been effective as advisers related to the trusts; and Bank of Ann Arbor fees to manage the trust are essentially half of J.P. Morgan's. The combined value of all Bethlehem related accounts reduces the rates on existing accounts with saving and increased benefits to beneficiaries that exceed \$10,500 annually across the Investment Fund, the Cemetery Funds, and the McKay trusts. This is a great improvement for Bethlehem and for the community recipients of the McKay's donations.

As we finished the shortened fiscal year a full audit is under way for 2018 as required in our bylaws. The auditor is Altruic Advisors. Finance will report the results as soon as the audit is completed.

A special thank-you goes to Ken Tappe in his final year as a member of the Finance Ministry Team. And special thanks go to the staff at Bethlehem, which has provided Finance with the reports and tools necessary to do the job.

The Finance Ministry Team continues to work to increase the transparency of Bethlehem's financial affairs and improve the congregation's understanding of the church's financial resources and requirements to perform the church's mission. Continued focus on financial processes and procedures by all functions and ministry teams within the church will ensure proper controls and stewardship of Bethlehem's financial resources going forward.

*Respectfully submitted,
Jeff Wortman, Chair, Finance Ministry Team*

FACILITIES MINISTRY TEAM

The Parish Administrator changed twice from 2018 into 2019. First, Carol Leyshock retired in July, and Mary Cantor was hired to replace her. However, Mary had to resign for personal reasons. We now welcome Julie Rhodes as our new Parish Administrator.

The Facilities Ministry team has been involved this year with several improvements and repairs. We will continue to develop and implement plans to maintain, preserve, and improve the church building and property.

Our accomplishments and upgrade/repair activities during 2018 through May 2019 include:

- The fellowship hall renovation (Phoenix) was at the top of the list this year. See Ron Dechert's report.
- Patched and painted the floor and walls in the pantry off the fellowship hall. Wrapped pipes with insulation.
- Slate roof repairs: Several repairs were made to the flat roof over the old medical loan closet that is used by U of M nurses to store their equipment. Also, roof leaks on the south side of the sanctuary were repaired.
- Boiler repairs by Precision to repair leaks.
- Boiler pipe insulation was installed in the pantry and fellowship hall south wall.
- Parking lots resurfaced on south and north areas by Mullins Asphalt.
- Replaced/upgraded to LED lights in the pantry, Fifth Avenue entrance, church offices, outside pole lamps, north side, and outside basement stairway.
- Serviced four sewer and toilet leaks/plugs in the basement.
- All-church workday gave us the opportunity to remove old recycled lights and old paint products, clean outside storage sheds, and clean wainscoting in the sanctuary. Thanks to Jim Judson, Dave Gilmore, Mary Friend, Jan & Joe Eadie, Kris & Scott Lovelace, Fred Castenholz, Pam Widmayer, Brian Paton, Mike Haab, John Irwin, and Tom Ziesemer.
- Parsonage repairs/upgrades: Siding, roof, bathroom sink, garbage disposal, new dishwasher, hot water tank, and washing machine were purchased.
- Locked in a lower natural gas rate for 2018-19.
- Cut down the large tree by Fifth Avenue entrance and trimmed tree limbs around Fourth Avenue house and drive.
- Replaced and upgraded the glass in all the church office windows.
- Carol Leyshock and Tom Ziesemer met with Corporate Cleaners to organize a priority schedule of areas throughout the building based on daily usage. The staff will continue to monitor.
- Disabled the sprinkler faucet for the Fourth Avenue yard after it broke due to ice and flooded the area.
- Precision Climate checked settings in the 1933 building to help manage any heat issues.
- A new sound system was added to the fellowship hall, and the sanctuary sound board was upgraded.
- Four smoke alarms were installed in the sanctuary attic.
- Snow removal and salting sidewalks and driveways increased in January/February.

- Made roof repairs on the south side of the sanctuary and the stairway to the landing above the Fourth Avenue canopy. Repaired water damage on the wall in the stairway to the landing/balcony.
- One on One basketball has removed most of their items from the storage rooms in the gym.
- We had to address complaints from our neighbors about snow removal in the early mornings.
- Filled the entrance to the parking lot with cold patch.
- Replaced the south door to the fellowship hall across from Lily's house.
- The pipes froze under Lily's house. A portable heater was used to get the water moving. We will wrap the pipes with insulation in the fall.
- Jim Stadel took metal debris from the building to the recycling center and received \$132.
- Donna Whitney and Tom Ziesemer reviewed the upcoming rental contracts to make sure they were added to the calendar. Also, Donna has written those contract proposals that need to be signed with a deposit request. Leadership Council (LC) also approved Ron Dechert as the point person to reach out to the Ann Arbor Youth Chorale. This is consistent with the recommendation from Facilities.
- The sanctuary doors need to be stained this spring.
- The crumbling stone on the roof by the canopy will need to be addressed. We also need to observe any leakage on the wall along the stairway to the landing (to balcony) before we repair the wall and apply paint.

Facilities Ministry essential maintenance tasks include boiler maintenance and testing, turn on/off heat tape, snow removal contract, roofs that include inspections, ice issues, flat-roof warranty inspection, tuck-point inspections, air conditioner/dehumidifier filter changes, service, draining, sprinkler-system maintenance, carpet cleaning, tile-floor buffing, sanctuary-doors refinishing.

A solar energy project was reviewed with the recommendations that it will be put on hold because of cost and concern of a lack of interest. We have attended many seminars and have an abundance of information. The project would require investors to take the lead. If any group of the church membership is interested in pursuing this project, please contact the Facilities Ministry Team.

Capital Projects:

- Replaced windows in the basement Sunday school and art rooms.
- Restroom renovations completed: men's sanctuary level, women's Fourth Avenue and Fifth Avenue. Thank you to Kris Lovelace, Scott Lovelace, and John Irwin.

Items that are still on our wish list: install air conditioning in the youth room; replace the ceiling and windows in the old music room in the basement; install LED lights in rooms using conventional lighting, upgrade the men's restroom across from the church office, paint the walls and ceiling on the Fifth Avenue stairways; repair the walls and paint the hallway by the elevator on the sanctuary level; replace the tiles and ceiling and paint the walls in the hallway by the Fifth Avenue entrance just past the Schmale lounge.

Other Facilities Ministry items:

- During 2018-19, rentals contributed to the income of our church. Several of these rentals required setups/takedowns as well as sextons (members of Facilities and other church members) to monitor and assist with the needs of the rental groups: U of M School of Nursing, Life Line Screening, blood drives, recitals and concerts, Ann Arbor Youth Chorale, weddings, basketball, baby and wedding showers. Our parish administrator, Julie Rhodes, will oversee rental requests and contracts. She will also request sextons to work these events.
- The Rental Task Force completed its recommendations for the building. Rental agreements, rates, and guidelines were approved by the Leadership Council and will take effect June 1.
- LC is requesting Facilities evaluate the overall safety and security of our building and make recommendations for areas that need improvements or enhancements. The first area addressed is having at least two members of staff and/or volunteers be in the building during office hours.
It was also recommended that the custodial staff double up if there is no additional cost to Bethlehem.
We are looking at the cost to install extra cameras, a buzzer system, and an office window in the hallway.
- We received a Michigan certificate for the biannual furnace boiler inspection by the state.
- Spears Fire and Safety Services inspected our fire extinguishers and recharged four of them.
- We have passed the kitchen inspections with the Health Department with no violations.
- Completed forms to the city of Ann Arbor regarding backflow prevention devices and testing.

We want to thank everyone who assisted with various projects that include setting up for church events/rentals and flooding cleanup in the sanctuary and basement. A special thanks to Jim Stadel for his knowledge and leadership with several activities in and around the building.

Tom Ziesemer

Members: Steve Darr, John Irwin, and Tom Ziesemer; Michelle Loukotka and Ron Dechert, Leadership Council liaison.

EDUCATION MINISTRY TEAM

The Education Ministry Team has been a big presence this year at Bethlehem, and the whole congregation has been supportive. We have a small group of Sunday-school-age youth, but they are mighty.

On Sunday mornings we usually have two classrooms. Sometimes we combine the classrooms for projects and things that can be done in a one-room schoolhouse manner.

1. There is a classroom that serves infants through first grade. This classroom is led by Kelsey Postler, a University of Michigan undergraduate in nursing. Kelsey was hired so that we would have one teacher who could consistently be there every week dedicated to our youngest children. She is wonderfully enthusiastic, and our children love her. She prepares a weekly lesson and does crafts with them to teach the children about Jesus and the Bible. She is joined each week by a parent or teacher volunteer.
2. We have a second classroom taught by seasoned volunteer teachers for grades 2 through 7. (There are more than 100 teaching years among us.) We continue to use a lectionary-based curriculum, Whole People of God.
3. Once a month we have an outing with our middle- and high-school youth. On the third Sunday of most months, we leave during the service and hike to a local coffee shop for treats and discussion.

Our youth from our littlest to our high school youth participated in an Advent play. It was followed by a holiday party for the entire congregation in the Schmale Lounge where we also made Christmas cards for our shut-in members.

Mission and outreach are a major part of our Sunday school program. We try to involve all the youth as much as we can in learning the importance of helping others. The teachings and directives of Jesus are put into action as the children work with the many projects we do during the year. The congregation has been wonderful in its support!

This year, the youth played major roles in collections for Alpha House, Peace Neighborhood Center, the Guatemalan Stove Project, and Habitat for Humanity. The kids created signs and messaging. They decorated and sold cookies. They created a Guatemalan stove as a prop and eagerly collected coins and money from our congregation. Everyone deserves applause for the success of these projects.

EMT's other big project this year was the creation of Lois's Corner in the back of the sanctuary. This family-friendly space was made possible by a gift from Lois Haeussler. It took a year-long effort and support from all the ministry teams and the Leadership Council. Many people from young to old can be seen enjoying this space each week.

Our proposed project for next year is to bring our lower-level Sunday school room upstairs to the room adjoining the preschool. We believe that putting the two classrooms together will serve several purposes. It will allow us to have contiguous classrooms when we do have all-age projects. It will bring the downstairs classroom to a place with more visibility on the first level. It creates a safer space aligned with our safe-church policies. It will let us give our classroom a facelift and utilize some of the money that has been donated for that purpose. In addition, it may give us a useful classroom downstairs for the possibility of rental use. Stay posted as we bring this proposal to Leadership Council. Let us know if you have ideas.

Respectfully submitted,
Jane Schmerberg, Chair, Education Ministry Team

WORSHIP MINISTRY TEAM

Worship Ministry has a continuing goal to provide meaningful worship for our congregation and visitors to our church. We meet as a group once a month to discuss upcoming worship services that may need special attention and planning, as well as hearing feedback from previous worship services. We are constantly trying to find ways to integrate new ideas into our worship services and make certain we are meeting the needs of the congregation as a whole.

We continue to try and improve the flow of our Sunday services by having announcements start 10 minutes prior to the beginning of the 10 o'clock service. It has been an ongoing task to keep things running on time, but we remain committed to improving.

Special services included Ash Wednesday, Palm Sunday, Maundy Thursday, Good Friday, Easter, Mother's Day, Father's Day, Heritage Sunday, Totenfest, and Christmas Eve services. Pastor Kennedy continues the tradition of imposition of ashes for Ash Wednesday and in 2019 made it a mobile mission. With the help of Lily and several volunteers they went out into the community to provide this opportunity (as well as refreshments) to more than just our church congregation. Maundy Thursday continues to be a meaningful service offered in a more intimate setting to imitate the Last Supper. We continue to hear positive feedback from those who attend. Good Friday and Easter services were well attended both years. We did learn in 2018 that Michiganders are hearty stock and will attend a cemetery sunrise service even in the snow. In 2019 we made the decision to hold our Easter sunrise service at the cemetery rain, shine, or snow in the future to avoid any disappointment. We had excellent weather this year and the service was a success. The 10 o'clock Easter service continues to be very well attended and 2018/2019 were no exception. Thomas made certain that the music was a true highlight both years with wonderful vocal and instrumental talent on display. For Mother's Day and Father's Day 2018, Worship Ministry had seed paper available for the congregation to write thoughts/prayers for their loved ones and then plant them following the services. We continued with our traditional Totenfest candle lighting and bell ringing and have added a candle lit in remembrance of veterans. The usual three Christmas Eve services were held in 2018. 5:00 service is geared toward families, 7:30 is the traditional carol service, and 11:00 allows for a more introspective experience of the Christmas story.

In addition to these special services throughout the year, we continued the Living Nativity during Midnight Madness in Ann Arbor. Tom Ziesemer rounded up the troops and with a lot of help from volunteers, we had another successful year with live animals, pretzels and hot chocolate, singing from the pick-up choir, and community engagement. Thomas Burton also started a children's choir again at the end of 2018. The performances have been well received, and Worship will work with the next music director to see that the choir is continued.

In February 2019, we had the pleasure of hosting the Nordic Choir for a concert in our sanctuary. Many members stepped forward to help with hosting students and setting up/preparing a meal for the members of the choir and their hosts. The concert was a success and allowed Bethlehem to open its doors and show off our awesome space to the community in a new way.

The year 2019 will bring a new and improved sound system to bring our sanctuary into the current century! Thanks to the ongoing stewardship of Jim Stadel, things remain up and running for our radio broadcast, but it is clear that a new sound board is in order. The bid was approved by Finance, and work will begin this year. The new board should also allow for the possibility of

audio/visual opportunities in the future. This project should improve the sound quality for our dedicated radio listeners.

As always, we appreciate positive feedback as well as constructive comments and suggestions to help improve the worship service opportunities for our congregation. Please feel free to discuss any ideas or concerns you have with any member of the Worship Ministry Team. We are happy to talk with you. There is already planned discussion about alternative worship opportunities (outside of Sunday services), and we are exploring ideas with Lily to provide some tactile and visual opportunities during services in the future. We are excited to see where these plans take us.

Respectfully submitted,

Caroline Ashenfelter, Chair, Worship Ministry

Thomas Burton, Harriette Ehnis, Pastor John Kennedy, Gary Rogers, John Samford,

Jennifer Vasquez, Tom Zieseemer

MEMBER CARE MINISTRY TEAM

The Member Care Ministry Team continued its efforts to build a network of caring within our church community and ensure support and caring for all of our members, especially those in need.

Information Outreach

Providing education about topics relevant and important to our members: In 2018, we organized and coordinated the following presentations:

- In April 2018, we hosted a presentation on Life Choices by Evangelical Homes of Michigan. The information presented was aimed at those age 50 years and older. The presentation addressed extended care in the home.
- We hosted a presentation on the Ten Warning Signs of Alzheimer's Disease in June 2018.
- An Advanced Care Directives panel discussion was held in March 2019. Medical professionals from St. Joe discussed issues related to Advance Care Planning, Palliative Care, Hospice, and Gift of Life. Our own Julie Seitz was one of the panelists!

We plan to host more presentations about issues important and relevant to our membership in 2019. We welcome input from the congregation on topics of interest. Julie Seitz is responsible for coordinating Information Outreach events. We appreciate Julie's hard work and leadership.

Care Card Ministry

Member Care created the Care Card Ministry as a way to connect to our church family and friends throughout the year. We have many members who are not able to attend church, and a friendly note lets them know we care about them. In addition, we send notes and cards to those suffering from an illness or the loss of a loved one. Christmas 2018 we sent invitations to absent members reminding them that the holiday season is a time to reconnect with their church family. Sue Buday heads up the Care Card Ministry, and we are grateful for her time and devotion to our members.

Member Outreach

1. Member Care actively contacts members who may need a meal after the loss of a family member or medical problem. Jacquie Katz is the coordinator for the team and works closely with our BUCC members to provide meals to those in need. Thanks to Jacquie for this important ministry!
2. Member Care provides support to those who have experienced the loss of a beloved family member by mailing a four-book series, *Journeying Through Grief*, written by the Rev. Kenneth Haugk. The series addresses a variety of emotions and issues that someone might experience in the first year after such a loss. Over the past year, seven members have received the books.
3. The Member Care team visited and provided Christmas goody bags to members who were residents of the Evangelical Home in Saline. The goody bags contained treats and useful items. It was a pleasure to connect with these members and brighten their holidays!
4. Member Care provides a variety of publications called Care Notes that deal with different life issues that members may be experiencing. We created a display in the

hallway outside the library. We will continue to restock the display over the next year with other topics that are relevant to our members. If you have an idea for a topic that would be beneficial to our members, contact Jenny Foster.

5. The Member Care team appreciates Dindy Haab's faithfulness to the Prayer Chain and providing our team updates. It is through the Prayer Chain that we are made aware of many members who are in need. Funeral luncheons for members of the church continue to be organized by Women of Bethlehem. There is still a need for good communication among all parts of Bethlehem's care groups—Member Care, Pastor John, Bethlehem Friends, Stephen Ministries, Prayer Chain, and Women of Bethlehem—so that all can work closely together to provide the best care for our members.
6. Member Care is coordinating the survey to members on how they can contribute their time and talents to the church. An online survey will be emailed to all members toward the end of the summer. We hope to have everyone sign up to share their spiritual gifts and talents before September.
7. Member Care worked with Welcome to improve the prayer request/praise reports shared during the service. Thanks to Kurt, Paul, Barb, and Gary for their work on developing the card. Member Care continues to collect the cards during the first hymn and deliver them to Pastor Kennedy. Gary Maki helps with the collection of cards during the service and we are grateful for his dedication to the congregation in gathering these expressions of concerns and joys!

As a team, we try to support other ministry teams with some of their initiatives and activities. Last year members of our team participated in the Crop Walk sponsored by Outreach. We also assisted with the meal for the UCC Conference Meeting held at BUCC in March.

We continue to review church attendance on a monthly basis. We identified and connected with many members who have not been attending worship over the past year through care cards and by extending a personal invitation to the Homecoming event. The Member Care and Welcome teams called and emailed many members regarding the event and were happy that over 180 people were in attendance for the worship service and reception. In 2019, Member Care is committed to connecting with inactive members as part of our biannual review of the membership rolls.

Donna Whitney continues to keep records of membership. These include transfers, terminations of membership, marriages, deaths, and baptisms. These statistics appear with this report.

A special thank-you to each member of our team: Sue Buday, Jacquie Katz, Mary Jean Raab, Julie Seitz, Judy Coucouvanis (liaison to Leadership Council), and Pastor Kennedy.

May God continue to guide the work of the Member Care Ministry Team in the coming year.

*Respectfully submitted by,
Jenny Foster*

STATISTICAL INFORMATION – 2018

Baptisms

Adult	0
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Infant	1
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Confirmands	0
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Weddings	3
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Funerals

Members	3
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Non-members	3
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(Funerals performed by one of our
ministers, even if not at BUCC)

Membership as of December 31, 2017	479
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Additions

Confirmation	0
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Transfer or Affirmation	2
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Losses

Death	7
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Transfer/Drop	1
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Other	0
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Membership as of December 31, 2018	473
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WELCOME MINISTRY TEAM

Members: Kurt Schmerberg, Chair; Paul Marshall, Barb Marshall, and Gary Kade, members; Kris Lovelace, Leadership Council liaison.

Your Welcome Ministry Team completed many important projects this past year. The most significant accomplishment is the completion of an updated, comprehensive welcome packet. The packet is an elegant presentation of pertinent information about our church. It is offered to prospective members who visit to better acquaint them with our church community. We also continue to offer each new visitor to our Sunday service a home baked Bethlehem pretzel as a token of our hospitality and a sign of welcome.

Welcome Ministry has also collaborated with other ministry teams on many other worthwhile projects this past year. We worked with Member Care to develop and distribute the Prayer Request/Praise Report cards for the pew racks; we worked with Education and Facilities on the development and installation of Lois's Corner, our family worship area; we worked with Fellowship, Worship, and Member Care in planning and creating the Bethlehem Homecoming worship, brunch, and fellowship-hall rededication event; we assembled information packets and gift bags for distribution to those attending the Living Nativity event in December; we worked with the ONA committee to create and install the rainbow door display.

Welcome Ministry was the primary host for the Covenant Association gathering at Bethlehem Church in the spring of 2019 and worked closely with *Ground Cover News* to host the Sister Simone presentation at our facility.

We continue to monitor and maintain our print advertising for the special worship seasons of Advent and Lent and fund other recognition advertising in the *City Guide*. To further elevate the church's visibility, the Welcome Ministry purchased a custom monogrammed table drape for use inside and events outside of our facility.

Growing the church is an endless job that requires a dedicated team of tireless and creative individuals. Our job is never done. Our commitment to extravagant hospitality and welcome for all is a 24/7 365 obligation. The Welcome Ministry celebrates each new member and delights in the contribution we play in spreading the light, love, spirit, and story of Jesus to all.

Submitted by Kurt Schmerberg, Chair

OUTREACH MINISTRY TEAM

Bethlehem UCC continued our solid history of charity and hands-on volunteering, both close to home and in our wider world, fulfilling our outreach mission in our church's core values: "Reaching out to our members, community, country, and the world through support and service."

Once again the Outreach Ministry Team (OMT) focused on topics that matched Bethlehem's mission-driven vision including financial support of organizations that serve our local community with programs offering access to food, shelter, and safety—basic human needs.

OMT was entrusted with \$7,000 of budgeted funds in 2018 and \$3,750 in the five-month transition period. We selected three local agencies to receive \$2,500 each in program funding from Bethlehem in support of the work they do in line with the UCC and our own church's mission and vision. They are Food Gatherers (area-wide food and nutrition to alleviate hunger), Alpha House (temporary family shelter in transition to permanent housing in our area), and Peace Neighborhood Center (youth educational and health programming, as well as emergency need assistance to individuals and families in the greater Ann Arbor area). The OMT felt it was important for funded agencies to have options for the giving of time, talent, *and* treasure. In addition, three other organizations were supported in the transition months with contributions of \$1,250 each. Those were Friends in Deed, Evangelical Homes of Michigan, and Habitat for Humanity of Huron Valley. These organizations also meet the criteria set forth in our vision.

Beyond the budgeted funds OMT was charged with, the members decided it was important to have the option of Outreach-designated funds to supplement the budgeted amount. Working with the Finance Ministry Team, a new "Outreach" account was created within the Memorials & Gifts account. Now, donors can specify a contribution to go directly to the Outreach account, and the funds will go directly to a charity of choice—yours or one of Bethlehem's selected organizations.

Not only did Bethlehem support the identified organizations financially but teen through adult-age church members continue to volunteer their time and talent to each of them. On the first Sunday of each month five or more Bethlehem members and friends meet at the FG Community Kitchen (housed in the Delonis Center in downtown Ann Arbor) to help prepare, cook, and serve dinner for homeless folks in our community. Sign-up sheets are located on the bulletin board outside the church office. Questions may be directed to lead volunteer Alice Dechert. On the fourth Tuesday each month during the school year, Bethlehem volunteers help prepare and serve healthy after-school snacks to students attending Peace Neighborhood's activities. On Friday mornings, another group of volunteers assists with fresh produce distribution for families and individuals in need of additional nutritious foods. Sue Muir is the lead volunteer for opportunities at PNC. Four times each year, four to six volunteers prepare, deliver, and serve dinner meals at Alpha House. Additionally, two or three more volunteers sign up to help with the children's after-dinner activities. This scheduled time allows the adult family members to attend on-site meetings or workshops to help them with their search for permanent housing. Sue Muir set up a "Sign-up Genius" site for those who would like to be involved in either PNC or Alpha House volunteer opportunities.

Another success for OMT in 2018-19 has been the ongoing partnerships with other ministry teams to offer new mission activities and fundraising to support those activities. The Education Ministry Team and the Bethlehem youth have been incredibly successful in championing both the Advent and Lenten Mission projects with the support of the entire congregation! Students

at the Ruth Ellis Center in Detroit received new clothing and gift cards. Alpha House received Blessing Baskets and new bed/bath linens to distribute to over a dozen families as they moved into their new homes throughout the year. At least 14 Guatemalan families will be provided simple, environmentally safer stoves for cooking and heating through the Michigan Helps organization thanks to BUCC members and project champions Della DiPietro and Gary Kade, who have volunteered their time, talent, and treasure to bring light to this life-saving need as well as help get the stoves installed in the next year.

Giving to special UCC denominational donations once again made Bethlehem a “5 for 5” congregation. This is a longstanding tradition and one to be especially thankful for. Through these donations, people in the UCC and around the world are being helped. Another faith-based activity that BUCC participated in is the annual CROP Walk. Bethlehem PLLAMAS of all ages raised funds for the cause, walked the route, and enjoyed fellowship with team members and others from the greater Ann Arbor faith community.

In addition to fundraising efforts and with the coordinated efforts of several ministry teams, Bethlehem members and staff participated in social justice activities like the Poor People’s Campaign, March for Our Lives, Skate Against Hate and hosted Sister Simone Campbell’s event. We welcomed choir members from the Luther College Nordic Choir and held the Interfaith Roundtable Thanksgiving Service in our sanctuary. Another example of contribution to the community is Bethlehem’s commitment to *Ground Cover News* by continuing to provide them an in-kind donation of space in our facility. Other ways member contribute to outreach is by attending events of our supported organizations like Food Gatherers’ Annual Spring Gathering, serving on boards of agencies like Alpha House or Peace Neighborhood Center, visiting residents of the Evangelical Home in Saline, and giving prayer shawls to members in the hospital.

One very special outreach fundraising event was held in March for Fisher House, a home away from home for veterans and their families during treatment at the VA Health System. With the help of Bethlehem members, Knights Steakhouse, Stevie D and the Wannabes, student volunteers, and diners, over \$11,000 was raised to support the establishment of one of these homes in the Ann Arbor area.

Of course, there are many other opportunities for members to become involved in Bethlehem’s outreach. With the successes of the past year, the OMT is hoping more people will share their outreach activities with the congregation and even be willing to champion their own outreach activity in the year ahead. We invite you to contact any member of our team directly with questions or comments about our current activities and opportunities. We hope that you will join us in continuing to “Reach out to our members, community, country, and the world through support and service.”

Laura Seyfried, Chair

Team members: Jamie Dylenski, Eileen Koprowski, Roy and Sue Muir, Mary Jean Raab, Jane Nicholson Schmerberg, and Sue Wortman

FELLOWSHIP MINISTRY TEAM

January 6, 2018—Degreening of the Church

We had a wonderful team of people who helped take down and store all the decorations that once again beautified our building during the Advent and Christmas seasons. Thank you, one and all!

Jan and Joe Eadie	Fred Castenholz
Jim and Sallie Stadel	Pam Widmayer
Kris and Scott Lovelace	Jesse Wilcox
Bob and Michelle Loukotka	Kathy Warner
Brian, Sheila, Adrienne, and Jacob Paton	Dave Gilmore
John Irwin	Cresson Slotten
Julie Feldkamp	Tom Ziesemer

February 13, 2018—Hops and Hallelujahs

Another wonderful evening of dining and singing at Conor O'Neill's. There were 40 plus in attendance. Thank you to Tom Ziesemer for organizing; the Wannabes, Steve Darr, Dennis Huibregtse, and Abby Bowers for playing and leading us in song; and Jim Stadel for helping with sound and equipment.

March 25, 2018—Palm Sunday Brunch

Another huge success with around 100 in attendance. We had a sign-up for food donations, which turned out to be a wonderful assortment. No one went away hungry. Thank you to the following for helping with set-up, preparation, and clean-up: Jan Eadie, Susan Irwin, Sue Muir, Kris and Scott Lovelace, Tom Ziesemer, and Patti Maki. A special thank-you to Debbie Belcher for making her wonderful pancakes again this year and providing table games. We also thank the youth for making the lovely center pieces once again. Our donations for the Ruth Ellis Center totaled \$463.

May 6, 2018—Fiesta Taco Bar

Thanks to Jan Eadie, Susan Irwin, Kris Lovelace, Sue Muir, and Tom Ziesemer for helping with the brunch along with myself. Special thanks to Patti Maki who took charge of dishwashing. We had 95 in attendance and collected \$383 in donations, which will go to the Habitat trip. Total success, and lots of fun was had by all.

September 9, 2018—Golf Outing

It was a great day, despite the cool temps. Thirty-two golfers received a choice of prizes. After using the tie breaker rule, the winning team was Tom Ziesemer, Mike Haab, John Irwin, and Lily Tinker Fortel. Second place went to Mary and Jim Lutz, John Schneider, and Roy Doades. The Prayer Shawl was presented to Della DiPietro by former awardee Sue Buday, and the Green Jacket was awarded to a surprised Tom Ziesemer. Mike Ehnis and Lily Tinker Fortel won

"Closest" to the pin, and Harriette Ehnis and Tom Z. won "Closest" to the line. Thanks to all of you who donated prizes and helped make this event a great success. We look forward to next year.

October 5, 2018—Oktoberfest

My committee consisted of Jan Eadie, Susan Irwin, Kris Lovelace, Sue Muir, and Tom Ziesemer. Harriett Holzapfel along with Mike Ehnis, Larry Katz, Bob Loukotka, and Jim Lutz were the spatzen makers. Bob Walker was our chef assisted by Paul Marshall. Jane and Kurt Schmerberg and Paul were our grill masters. Along with these folks, we had over 28 volunteers who helped make this event a HUGE success. Pretzels were once again sold by the Holy Rollers, and we offered beer and wine. There were approximately 150 adults in attendance. Decorations were once again inspired by Kris Lovelace. We certainly felt like we were at a Bavarian festival. We had a net profit of just over \$2000, which will go to Fisher House.

November 1, 2018—Hops and Hallelujahs

Another wonderful evening of dining and singing at Conor O'Neill's. There were 52 in attendance. Thank you to Tom Ziesemer for organizing; the Wannabes—Steve Darr, Gordon Darr, Mike, and Brian Paton; Mary Ann Folk for leading us in singing, as well as Sarah Kennedy and Abby Bowers; and Jim Stadel for helping with sound and equipment.

November 29, 2018—Christmas Decorating Prep

Thursday evening the following folks took out of storage our Christmas decorations and placed them in their appropriate places as well as put together the Christmas tree in the sanctuary:

Sarah Herwick	Jesse Wilcox	Jane and Tom Ziesemer
Jane Schmerberg	Brian Paton	Cresson Slotten
Abby Bowers	Jim Judson	John Irwin
John Matthew Kennedy	Jim Stadel	

Pizza, salad, and beverages were available for all.

December 1, 2018—Christmas Decorating

The following wonderful team of people helped decorate our beautiful church:

Jim and Sallie Stadel	Karen and Jim Goforth
Tom and Jane Ziesemer	Susan and John Irwin
Pam Widmayer	Sue and Roy Muir
Fred Castenholz	Sally Wetzel
Rob Robbins	Jennifer and Edgar Vasquez
Jan Eadie	Michelle Loukotka (and Bob earlier in the week)

Donuts and coffee were provided.

January 12, 2019—Degreening of the Church

Another wonderful team of people helped take down and store all the decorations that once again beautified our building during Advent. Thanks to Kris Lovelace for her beautiful winter display once again and Jan and Sallie for helping her.

Jan Eadie	Jessie Wilcox	Jim and Sallie Stadel
Kris Lovelace	Mike Haab	Jane and Tom Ziesemer
Susan Irwin	Kurt Schmerberg	Sheila and Brian Paton
Michelle Loukotka	Cresson Slotten	

March 30, 2019—Covenant Association Spring Meeting

Fellowship helped with the luncheon portion of the day.

April 7, 2019—Homecoming Brunch

The Homecoming Brunch was very successful. There were about 160 in attendance. We collected \$501 in the freewill offering and ham sales, which went to the Habitat project. The community of Bethlehem came together to provide a wonderful assortment of brunch dishes, including our first ham carving table for which we are so grateful. I want to give special thanks to my team: Jan Eadie, Susan and John Irwin, Sue and Roy Muir, Tom Ziesemer, Jan Burnham, Kathy Warner, Jim Stadel, Jennifer and Edgar Vasquez, Cresson Slotten, and our ham carvers—Barb and Paul Marshall.

May 5, 2019—Fiesta Taco Bar

Thanks to Jan Eadie, Susan and John Irwin, Sue Muir, Edgar Vasquez, and Tom Ziesemer for helping with the brunch. We had around 85 in attendance and collected \$263 in donations, which all went to the Habitat trip. Lots of fun, and no one went away hungry.

*Respectfully submitted,
Jane Ziesemer, Chair*

YOUTH AND YOUNG ADULT MINISTRY TEAM

YOUTH GROUP

During the school year, Youth Group meets on Thursday evenings from 6:30 to 8:30. Lily Tinker Fortel and Jesse Wilcox lead the group. They strive to provide a safe space, a sense of community, and a culture of love and respect. In addition, a primary goal is to help the youth develop a vision for lifelong faith. Dinner is shared—sometimes provided by parents of students, sometimes by congregation members. An average of six youth attend. In the summertime, there is a more casual dinner gathering/hangout generally every other week.

Board Game Nights: In an effort to involve the youth in intergenerational fellowship, monthly all-church board game nights were begun in February 2019. This has been a popular event for all ages.

Service Projects: In conjunction with the congregation's support of the Poor People's Campaign, the youth have participated in various service opportunities. These have included a school supply drive, the CROP Walk, filling Ziploc bags with snacks for distribution as needed to those in need by the BUCC office, and care packages for college students. Youth have participated in raising funds for the Lenten project Bethlehem Builds, benefiting Michigan Helps (stoves for Guatemala) and Genesee County Habitat for Humanity. Several dates in summer and fall 2019 have been scheduled to volunteer at the Food Gatherer's warehouse on Carrot Way.

Lock-Ins: This year, we had a spring lock-in and a Halloween lock-in in October.

Other Activities: Youth and adults made signs and marched against gun violence on March 24, 2018, in the March for Our Lives. One youth and two adults attended the Regional Youth Event in Elmhurst, Indiana, July 5-8, 2018. Five youth and two adults attended Winterfest in Big Rapids, February 8-10, 2019.

Youth Room Improvements: Lily involved the youth in planning and executing improvements in the youth room. Thanks to Jesse Wilcox and Jim Stadel for their assistance as well. Phase I began in the fall with painting one area and then adding new couches, carpet, and lighting to make the space more cozy and inviting. Phase II reconfigured the area with the tables into a flexible space for board games and eating. Future plans include creating a coffee house/stage/movie area and a remodel of the kitchen area.

Walk & Talk: The monthly "Walk & Talk" for the youth during worship has been successful in drawing youth attendance on these Sundays. One Sunday a month, middle- and high-school youth meet in the sanctuary and leave after the Children's Moment to walk to a nearby coffee shop or restaurant. There is no specific agenda, but it allows for a friendly encounter to connect with one another.

YOUNG ADULT

Various activities have been offered to involve young adults. These have included attending and discussing the movie *A Wrinkle in Time*, an after-church brunch at Lily's house, and local Habitat workdays. This group has received special invitations to join in all church events, such as Hops and Hallelujahs.

The most consistently engaging project for this age group has been the annual Habitat for Humanity mission trip. The opportunity to serve others and to form bonds of fellowship with one another has been particularly meaningful. Twelve Bethlehem members traveled to Flint, Michigan, for a four-day service trip in June 2018. We camped three nights and volunteered at the Food Bank of Eastern Michigan and Habitat for Humanity of Genesee County. Prior to the trip, we raised \$4,243 at our May 6 Cake Auction and Bake Sale held in conjunction with Fellowship's Cinco de Mayo Taco Bar. In addition to our service, we donated \$1000 each to the Food Bank of Eastern Michigan and Habitat for Humanity of Genesee County. Plans are currently under way for the 2019 trip when we will again work with the same agencies in Flint.

Website Youth Page: The youth page of the BUCC website was updated to include additional content, pictures, and links to forms and safe church policy. Thanks to John Samford for his assistance.

Looking Forward: We're working together to strengthen the youth programming and to expand programming for young adults. We also hope to expand our team as we work toward these goals.

Big thanks to Jesse Wilcox for his many years assisting with Youth Group leadership. Jesse's ongoing volunteer service to the Thursday night Youth Group and Youth Group special outings has been invaluable. In addition, this year's youth room improvements would not have been possible without his help in planning, or his manual labor to realize the vision we set forth for the projects.

Respectfully submitted, Katie Rowan, chair

OPEN AND AFFIRMING STANDING COMMITTEE



On May 22, 2016, the congregation of Bethlehem United Church of Christ voted to approve our Covenant of Welcome and declare ourselves to be an Open and Affirming congregation.

We, at Bethlehem United Church of Christ, declare ourselves an Open and Affirming congregation where we celebrate Christ's extravagant love. We covenant with God and one another to welcome the diverse tapestry of all people, no matter their age, race, nationality, ethnicity, economic circumstance, marital or family status, physical or mental ability, sexual orientation, gender identity, or gender expression. We invite everyone—believers and questioners, seekers and skeptics—to share their gifts in the life, leadership, ministry, fellowship, worship, sacraments, responsibilities, and blessings of our congregation.

In December 2016, the Leadership Council established the Open and Affirming (ONA) Standing Committee. This committee is intended to be made up of members from the following ministry teams: Education Ministry, Worship Ministry, Member Care Ministry, Welcome Ministry, Outreach Ministry, Fellowship Ministry, and Youth and Young Adult Ministry. Members of the Finance Ministry and Facilities Ministry teams may also be included on the committee if deemed necessary. The committee is to meet at least quarterly and is to discuss and assess Bethlehem's progress and programs related to fulfilling Bethlehem's Covenant of Welcome.

During the 2018-19 program year, in addition to assessing and observing the congregation's application and fulfillment of our Covenant of Welcome, the ONA Committee, along with the youth, created the "Rainbow Doors" display to be in place for the Living Nativity event in December. Although the doors had a bit of a rough winter due to the extreme conditions, requiring some repair and upgrade in the spring, they still provided a strong message and presence to the community regarding Bethlehem's embracing of Jesus' message of the inclusiveness of God's love. And the community is noticing. When the doors had blown down in early January and Kurt Schmerberg and I were just going out to set them back up, a person from the community already by the doors said, "Hey, we need to set these doors back up. Can you help me?"

The ONA Committee is beginning to examine and discuss the group's role in the future and consider whether or not there is an "outward facing" aspect for the group to engage with LGBTQ and other marginalized populations in our community. If you are interested or feel called to help Bethlehem UCC in being "radically inclusive" and sharing the message of God's love, please consider joining the ONA Committee.

Respectfully submitted,
Cresson Slotten, Chair

STEPHEN MINISTRIES

During January through March 2018, four members completed **52 hours** of intensive training to become commissioned as Stephen Ministers. Thank you to Bethlehem's **four Stephen Ministers: Liechen Escott, Vicki Hoxie, Eileen Koprowski, and Jane Schmerberg**. They were trained by our **Stephen Leaders: Kurt Schmerberg, Lily Tinker Fortel, and Pastor John Kennedy**. Thank you to Kurt and Lily for providing training, leadership, mentorship, and spiritual support to our Stephen Ministers. Three of our four Stephen Ministers provided Christ-centered care to three care receivers in our congregation throughout 2018-19. They made contact with their care receivers roughly once a week or more through home visits and phone calls. Stephen Ministers provided one-to-one care by listening and praying with care receivers. Our Stephen Leaders meet with our Stephen Ministers roughly every other week for continuing education and supervision.

What Is Stephen Ministry?

"Bear one another's burdens, and in this way you will fulfill the law of Christ."

—Galatians 6:2, NRSV

Stephen Ministry is the **one-to-one lay caring ministry** that takes place in congregations using the Stephen Series system. **Stephen Ministry congregations equip and empower lay caregivers—called Stephen Ministers—to provide high-quality, confidential, Christ-centered care to people who are hurting.**

How Stephen Ministry Works

The best way to understand how Stephen Ministry works is to learn about three groups of people involved in this ministry: **Stephen Leaders, Stephen Ministers, and Care Receivers.**

Stephen Leaders

Stephen Leaders establish and direct Stephen Ministry in a congregation. They—

- build awareness of Stephen Ministry within the congregation and community
- recruit and train Stephen Ministers
- meet with potential care receivers to assess their needs
- match care receivers with Stephen Ministers
- provide Stephen Ministers with ongoing supervision and continuing education

Stephen Leaders are trained to lead **Stephen Ministers** by attending a Leader's Training Course—a one-week conference that introduces the resources used to lead Stephen Ministries, develops key skills, and gets people excited about this caring ministry. Most congregations begin with two to four Stephen Leaders, typically including a pastor, possibly another church staff person, and one or more lay leaders.

Stephen Ministers are congregation members trained by **Stephen Leaders** to offer high-quality, one-to-one Christian care to people going through tough times. A Stephen Minister usually provides care to one person at a time, meeting with that person once a week for about an hour. Twice a month, Stephen Ministers gather with their Stephen Leaders for supervision and continuing education.

Care Receivers are people going through tough times who are being cared for by Stephen Ministers. These are people struggling through a difficult time in life—experiencing grief, divorce, job loss, chronic or terminal illness, or some other life crisis.

Some important **guidelines** for this caring relationship protect both the care receiver and the Stephen Minister:

- The relationship between a care receiver and a Stephen Minister is confidential.
- Men are matched with men; women with women.
- When a care receiver's needs exceed what a Stephen Minister can provide, the Stephen Ministry team makes a referral to an appropriate mental health professional or other community resource.

Stephen Ministry Is Built to Last

You'll find Stephen Ministries in congregations from more than 170 Christian denominations across the U.S. and Canada and in 30 other countries. Stephen Ministry is built to last—going strong for over 40 years in hundreds of congregations. Since Stephen Ministries was founded in 1975:

- More than 13,000 congregations have enrolled in the Stephen Series.
- More than 75,000 pastors and lay leaders from those congregations have been equipped at Leader's Training Courses.
- More than 600,000 laypeople have received Stephen Minister training.
- More than one-and-a-half-million people have had a Stephen Minister to walk with them, providing one-to-one Christian care during tough times.

Thank you to our **Stephen Leaders** and **Stephen Ministers** for their commitment and devotion, and for providing skilled spiritual care to our members and to one another. Well done, good and faithful servants!

*God loves us all with no take-backs,
Pastor John*

NOMINATIONS COMMITTEE

The Nominations Committee, comprised of Della DiPietro, Cress Slotten, and Kathy Warner, brought these nominations to the congregation at the annual meeting on June 9, 2019:

Leadership Council

John Samford	President
Jim Rowan	Treasurer (filling one year of an unexpired term)
Pat Huibregtse	Member at Large
Pam Rutledge	Member at Large

Cemetery Board

Sue Buday	Elected Member (filling two years of an unexpired term)
Mike Haab	Elected Member (filling one year of an unexpired term)
Susan Irwin	Elected Member
Martin Seyfried	Elected Member

Education Ministry Team

Eileen Koprowski	Chair
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Facilities Ministry Team

Michelle Loukotka	Elected Member
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Fellowship Ministry Team

Jan Eadie	Chair
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Finance Ministry Team

Thomas Krell	Elected Member
Sue Muir	Elected Member (filling one year of unexpired term)

Nominations Committee

Cresson Slotten	Chair (filling two years of unexpired term)
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Worship Ministry Team

Harriette Ehnis	Chair (filling one year of unexpired term)
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We wish to acknowledge and thank those who are leaving or have recently left elected office for their dedicated service to Bethlehem: Julie Feldkamp and Kris Lovelace, Members at Large, and Shannon O'Reilly, Treasurer, Leadership Council; Jeff Wortman, Finance Ministry Chair, and member Ken Tappe; Jane Nicholson Schmerberg, Education Ministry Chair; Steve Darr, Facilities Ministry Chair; Caroline Ashenfelter, Worship Ministry Chair; Jane Ziesemer, Fellowship Ministry Chair; and Cemetery Board members Marilyn Pearson, Jerry Sutfin, and our special appreciation for the recently deceased Jim Goforth.

After 6 ½ years on Nominations Committee, including 4 ½ as chair, I am turning over the chairmanship to Cress Slotten. It has been a privilege and pleasure to serve on this committee with Cress and Kathy (Warner). And a big thank-you to all of you who have said "yes" to our invitation to serve as an elected leader at Bethlehem during that time.

Della DiPietro, Chair

2018 OPERATING BUDGET COMPARISON

BETHLEHEM UNITED CHURCH OF CHRIST 2018 OPERATING BUDGET COMPARISON					
		2018 Budget	2018 Actual	Prior Year	2018 % Used
REVENUES					
Current Offerings		336,112	325,139	332,861	97%
Special Offerings		10,000	9,869	8,053	99%
FundRaising		2,400	1,341	3,793	56%
Rent Income (Parking, House, Building)		68,900	78,932	40,260	115%
Grocery Rewards		1,000	671	1,015	67%
Software Maintenance		4,320	4,320	4,320	100%
Feldkamp Fund		3,000	3,000	3,000	100%
Misc Income		0	4,350	3,510	0%
Parking/Football & Art Fair Fund Raising		6,000	7,535	5,839	126%
McKay Building Endowment/Bequests		15,000	15,000	24,300	100%
TOTAL REVENUE		446,732	450,157	426,951	101%
EXPENSES					
		2018 Budget	2018 Actual	Prior Year	2018 % Used
OUTREACH		7,000	7,000	14,000	100.00%
DENOMINATIONAL GIVING		17,172	16,817	15,672	97.93%
PERSONNEL		291,468	282,034	284,510	96.76%
EDUCATION		1,450	1,911	1,466	131.79%
WORSHIP/ MUSIC		16,975	16,322	15,288	96.15%
WELCOME MINISTRY		5,300	4,711	3,558	88.89%
FELLOWSHIP		850	850	667	100.00%
FINANCE		5,100	2,175	2,115	42.65%
FACILITIES		144,280	137,148	139,507	95.06%
ADMINISTRATION		36,709	36,346	34,556	99.01%
LEADERSHIP COUNCIL		750	630	38	84.00%
MEMBER CARE		1,000	105	1,660	10.50%
YOUTH/YOUNG ADULT		6,000	3,692	2,442	61.53%
SPIRITUAL GROWTH & DEVELOPMENT		2,400	2,301	0	
STEPHEN MINISTRIES		1,000	506	0	
BUDGET EXPENSE TOTAL		537,454	512,548	515,479	95.37%
TOTAL BUDGET REVENUE		446,732	450,157	426,951	
NET INCOME		(90,722)	(62,391)	(88,528)	

MEMORIAL AND GIFT ACCOUNTS

Bethlehem United Church of Christ				
Memorial & Gift Accounts				
December 31, 2018				
	<u>Balance</u>			<u>Balance</u>
<u>Fund Name</u>	<u>1/1/2018</u>	<u>Receipts</u>	<u>Disbursements</u>	<u>12/31/2018</u>
<u>Education Ministry</u>				
Church School Fund	24,988.76	160.00	12,374.78	12,773.98
<i>Total Education Ministry</i>	24,988.76	160.00	12,374.78	12,773.98
<u>Facilities Ministry</u>				
Feldkamp	698.45	7,408.06	6,916.16	1,190.35
Property Improvement	6,552.33	5,483.00	10,442.28	1,593.05
Restroom Renovations	0.00	32,209.03	32,209.03	0.00
Heating & A/C Renovation	906.00	208.00	0.00	1,114.00
Sanctuary Restoration	115,038.72	301,950.00	278,093.69	138,895.03
Parsonage Renovation	(2,021.28)	2,021.28	0.00	0.00
<i>Total Facilities Ministry</i>	121,174.22	349,279.37	327,661.16	142,792.43
<u>Finance Ministry</u>				
Brewster Estate Fund	1,895.69	0.00	0.00	1,895.69
General Memorial	15,059.55	108,354.75	111,555.30	11,859.00
Kulenkamp Trust	4,191.51	0.00	0.00	4,191.51
Special Projects Fund - Welcome	17,065.37	1,977.00	0.00	19,042.37
Tree of Life	16,297.05	600.00	0.00	16,897.05
<i>Total Finance Ministry</i>	54,509.17	110,931.75	111,555.30	53,885.62
<u>Worship/Music Ministry</u>				
Alternative Worship	1,989.03	0.00	0.00	1,989.03
Handbell	1,035.03	0.00	0.00	1,035.03
Music/Choir	1,160.56	70.00	0.00	1,230.56
Organ	7,086.90	0.00	0.00	7,086.90
Radio	18,648.56	8,119.00	11,750.00	15,017.56
<i>Total Worship/Music Ministry</i>	29,920.08	8,189.00	11,750.00	26,359.08
<u>Cemetery Board</u>				
Cemetery Maintenance	0.00	1,538.00	1,538.00	0.00
<i>Total Cemetery Board</i>	0.00	1,538.00	1,538.00	0.00
<u>Youth Ministry</u>				
Intergenerational Mission	5,304.10	4,913.00	3,850.29	6,366.81
Youth	20,057.29	88.00	2,357.89	17,787.40
<i>Total Youth Ministry</i>	25,361.39	5,001.00	6,208.18	24,154.21
Totals	255,953.62	475,099.12	471,087.42	259,965.32

CASH AND INVESTMENT ACCOUNTS

CASH AND INVESTMENT ACCOUNTS				
December 31, 2018				
<u>Fund Name</u>		<u>Cash</u>	<u>Investments</u>	<u>TOTAL in BOAA</u>
General		2,217.77		2,217.77
Memorials and Gifts		259,965.32		259,965.32
McKay Endowment Income		29,489.28		29,489.28
General Endowment Principal			435,600.00	435,600.00
Building Endowment			94,012.00	94,012.00
Kusterer			21,057.00	21,057.00
Hutzel			21,052.00	21,052.00
Unrestricted Investment Assets			254,584.00	254,584.00
Bank of Ann Arbor:				
	<u>TOTAL</u>	291,672.37	826,305.00	1,117,977.37
Permanently Restricted Funds held in trust for BUCC which are not accounted for on our books:				
Endowment	McKay		JP Morgan	880,548.36
Scholarship	McKay		JP Morgan	239,216.62
Building	Feldkamp		PNC	256,930.53

MEMORIALS AND HONORARIUMS 2018

MEMORIALS

CEMETERY MAINTENANCE FUND

Bausch, Friedrich (Fritz)
Fisher, David
Goetz, Thomas
Haeussler, Lois
Hentz, Gary

CHURCH SCHOOL FUND Schmale, Theresa

GENERAL MEMORIAL FUND

Bates, Bee
Bausch, Friedrich (Fritz)
Crosby, Nancy
Feldkamp, Norma
Grob, Norm & Helen
Haeussler, Lois
Holliday, Martha
Keppler, Fred & Lela
Kleinschmidt, Vera & Harold
Pfeiffle, Glenn
Pollee, Waldemar & Marianne
Rentschler, Fritz
Smock, Eileen
Wenk, Kevin Paul

MUSIC/CHOIR FUND Hoskin, Shirley Ann

RADIO FUND
Crosby, Nancy
Grob, Norm & Helen
Hawkins, Pauline
Keppler, Godfrey
Marshall, Betty
Rentschler, Fritz
Seyfried, Marion

PROPERTY IMPROVEMENT FUND

Diuble, Betty
Diuble, Wilbert & Betty
Dotson, Sandy
Fellenberger, Bill
Hanson, Eldean & Lillian
Kennedy, Ron & Julia
Marshall, Betty
McLaughlin, Hilda
Nimz, John E
Opperman, Jackie
O'Reilly, John
O'Reilly, Joseph
O'Reilly, Laura
Zahn, David

RADIO BROADCAST SPONSORSHIP

Deverick, Margaret Keppler
Finkbeiner, Stanley
Hartley, Bertha Nachtigal
Hentz, Gary
Jahnke, Art and Erna
Jahnke, Harold "Shorty" & Mary
Jaworowski, Laura Ann
Jaworowski, Ron
Keppler, Fred & Lela
Scherdt, Edward & Lenore
Scherdt, Erwin & Lucille
Scherdt, Stanley & Betty
Seyfried, Frederick
Seyfried, Lloyd & Gerry
Seyfried, Nancy Lynn
Slotten, Gene
Stein, Lorena
Wahl, Wilma

TREE OF LIFE
Crosby, Dick and Nancy
Haeussler, Lois

HONORARIUMS

CEMETERY TREE FUND Hentz, Patsy

GENERAL MEMORIAL FUND
Foster, Norma & Conrad
Nicholson, Dona

OUTREACH MINISTRY
2018 Habitat Trip
All Bethlehem Volunteers
Auxiliary/Mothers' Study Circle
Bethlehem Choir
Bethlehem Office Staff
Bethlehem's 'Parking' Volunteers
Dechert, Ron & Alice
Dylenski, Jamie & Bob
Haab Mike & Dindy
Koprowsik, Eileen
Marshall, Paul & Barb
Muir, Roy & Sue
Pastor John and Family
Samford, John & Karen
Schmerberg, Jane & Kurt
Stadel, Jim & Sallie
Tinker Fortel, Lily
Ziesemer, Jane & Tom

PROPERTY IMPROVEMENT FUND
Fischer, John & Gertrude

RADIO SPONSORSHIPS
Seyfried, Marion

MEMORIALS AND HONORARIUMS

2019 (January – May)

MEMORIALS

CEMETERY MAINTENANCE FUND

Goforth, Jim
Keppler, Godfrey

CEMETERY MEMORIAL GARDEN FUND

Goforth, Jim

GENERAL MEMORIAL FUND

Hanselman, Beverly
Holiday, Martha
Leonard, Wil
Our Parents Memorial
Payne, Mary Richardson
Richardson, Franklin & Anna
Streiter, Rosemary

MUSIC/CHOIR FUND

OUTREACH MINISTRY

Chin, Janet

PROPERTY IMPROVEMENT FUND

Diuble, Wilbert & Betty
Dotson, Sandy
Fellenberger, Bill
Leonard, Wil
Lovelace, Elsie
McLaughlin, Hilda
Nimz, John E

RADIO BROADCAST SPONSORSHIP

Scherdt, Stanley & Betty
Scherdt, Erwin & Lucille
Scherdt, Edward & Lenore
Hartley, Bertha Nachtigal
Jaworowski, Laura Ann
Wahl, Wilma
Jaworowski, Ron

RADIO FUND

Deverack, Margaret Keppler
Goforth, Jim
Kienzle, Fritz
Leonard, Wil
Schneider, John

HONORARIUMS

OUTREACH MINISTRY

Hanselman, Beverly
New Members of Bethlehem
New Year Honorarium
O'Reilly, Pat

CEMETERY BOARD

In 2018, the Cemetery Board continued to emphasize infrastructure improvements begun in previous years. These included sealcoating the main driveways through the cemetery; refreshing the paint inside and outside the cemetery office; and repairing the existing garage doors and installing new garage-door openers. Other cosmetic changes involved the wooded Bethlehem Cemetery sign on Jackson Avenue being repaired, stained, and reinstalled. The signs at the entrance to the cemetery were consolidated, reconfigured, and moved to the cemetery office along with the sign designating the cemetery as a historical site.

Our financial statement for the year ended December 31, 2018, shows a small profit of \$13,082. Our trust account investments lost \$42,000 in value due to significant stock market losses. In spite of the market losses, we are still in fairly good condition financially. Because of the constantly rising burial expenses, we are anticipating increasing prices in 2019.

Some of the funds from the Mother's Day flower donations were used to purchase and install five new trees. In the future, funds raised will be used to purchase trees and bushes as needed.

During 2019, the Board will continue to upgrade the cemetery facilities. Plans are being made to sealcoat areas of the roadway, pave additional areas of the roadway, and refresh the Memorial Garden and the area in front of the cemetery office. We will gladly accept any gifts or memorial funds to help toward the cost of these enhancements.

Thank you for your continued support of our cemetery.

Submitted by Sallie Stadel, Secretary

CEMETERY BOARD FINANCIAL REPORT

		BETHLEHEM CEMETERY ASSOCIATION	
		December 31, 2018	
		Checking Account	
Balance January 1, 2018			\$30,854.28
Receipts:			
	Sales: Lots		\$34,385.00
	Sales: Niches		\$9,600.00
	Burials		\$67,990.00
	Engraving		\$2,366.25
	Deed Transfer		\$145.00
	Interest		\$114.33
	Contributions/Memorials		\$1,538.00
	Receipt Total		\$116,138.58
	Transfer in from Trust Account		\$0.00
	Columbariums		\$1,256.32
Disbursements:			
	Office Secretary		\$3,600.00
	Grounds Maintenance Contract		\$40,008.00
	Openings & Closing Fees		\$21,900.00
	Software Maintenance		\$720.00
	Columbarium Amortization		\$1,256.32
	Cemetery Supplies		\$939.43
	Scrolls and Engraving		\$3,247.92
	Telephone & Internet		\$1,507.72
	Utilities		\$6,489.64
	Office/Building Supplies		\$1,714.00
	Road Maintenance		\$7,700.00
	Trees & Shrubs		\$5,590.00
	Grounds Maintenance		\$1,605.50
	Miscellaneous		\$171.75
	Website		\$420.00
	Insurance		\$800.00
	Commission on Sales		\$4,398.50
	Dumpster		\$1,067.00
	Disbursement Total		\$103,135.78
	Trees & Shrubs		\$1,175.75
	Haarer Fund grave blankets		(\$105.50)
	Monument Repair		
	Perpetual Care Transfers		\$6,597.75
	BALANCE December 31, 2018		\$39,585.90
	Graves/Niches Sold		
	Openings/Closings		77
	Perpetual Care Account Balance		\$658,371.02
	Cemetery General Investment Trust Account Balan		\$206,979.48

WOMEN OF BETHLEHEM

President's Report

Sue Muir

Since 1917, women of our congregation have provided a rich historical background that has been one of the foundations of our church.

A special shout-out to our Board, whose members have continued to hold positions for several years in order to maintain our ministry to the church: Dindy Haab, Laura Seyfried, Michelle Loukotka, Pat O'Reilly, Gert Eisele, Jacquie Katz, and Debbie Karr. Thank you. You are amazing and a joy to work with.

While our numbers have shrunk in the past few years, the amount of outreach that Women of Bethlehem continue to do within our congregation and community is commendable. Whether it is making Bethlehem Bags for Mott Hospital, volunteering to make pretzels (and the leadership given to it) with Holy Rollers, knitting Prayer Shawls, taking part in Bible studies, or collecting assembling-packing-shipping School and Health Kits for Church World Service, the number of hours spent and the dedication is remarkable and a blessing for Bethlehem Church.

We continue to have the following groups that meet regularly: Auxiliary/Mother's Study, Mary Martha Circle, Prayer Shawl Ministry, and Holy Rollers. Their reports are contained in this Annual Report and can be read for more details about their ministries.

Our annual fundraiser, the Fall Luncheon and Bazaar, was held on November 10, 2017. That report is also in this booklet. We were unable to hold this event in the fall of 2018, due to the remodeling of the Fellowship Hall. We look forward to holding it again in 2019.

We continue to provide funeral luncheons for members of our congregation. We are in need of additional Funeral Luncheon Coordinators in order to carry on this meaningful ministry.

Thank you to all the incredible women of this congregation who continue to give so much of their time, dedication, and talents to our events and groups. Our Board welcomes any discussions, input, or ideas that you would like to share with us.

Auxiliary/Mothers' Study

Co-Presidents: Gert Eisele and Jan Burnham
Secretary: Mary Friend
Treasurer: Pat O'Reilly

Our purpose is to stimulate and promote interest and activity in spiritual, social and educational development.

We meet September – May, the third Wednesday at 1:00 PM. We have about 10 – 12 members attending each month.

Our main service project is to collect, assemble, pack and ship school, health kits to Church World Service. Thank you to members of the congregation who have helped with the project

Members of Auxiliary/Mother's Study also help to set up the dining room for Women of Bethlehem events.

Our monthly programs for years 2017 – 2018 were as follows:

September	Salad potluck luncheon and preparations for Church World Service project
October	Assemble and pack kits for CWS 75 health kits 72 school kits
November	Totenfest and travelogue by Gretchen Korzuck
December	Cookie exchange, Christmas game and fellowship
January	Lily Tincker Fortel, guest speaker
February	Documentary movie "I'll Push You" (based on a true story)
March	Concert by Katie Rowan
April	Assemble Bethlehem Bags for Mott Hospital
May	Birthday potluck celebration

Our group would like to give a special thank you to Pat O'Reilly for printing our meeting booklet this year, obtaining material and sewing bags for Church World Service, and her leadership in organizing our project to make Bethlehem Bags for Mott Hospital. We are grateful for Lois Haeussler who made a gift to help sustain the work of our group and to the Holy Rollers who donate \$25 of their profits each month for postage for CWS kits. Also we appreciate the work of Barb Fisher for leadership with CWS kits and also for her work with Membership and Remembrance. Devotions led by our members are an integral part of each monthly meeting.

Bethlehem Star Bazaar

Debbie Karr

Tickets

We sold a total of 96 tickets; roughly 39 turkey, 38 beef and 19 salad. Prior to the day of the Bazaar we sold 66 tickets. We sold 28 fewer tickets than last year, however we made \$119 more. That increase includes a combination of ticket sales and after the luncheon food sales. This was our best year ever for food sales, probably because we put a price per pound on the cost of the meat.

Salads

- ~Broccoli Salad, Hilda: 3x (1 large bowls) used $\frac{3}{4}$ of the bowl
- ~Asian Coleslaw, Debbie: 5 pounds cabbage, 3x dressing & crunchies, used half
- ~Peas & Peanut, Jacquie: 4x (1 large bowl), $\frac{1}{2}$ bowl left
- ~Cranberry Jello, Michelle: 2x (3 7x13 pans), used about half
- ~Pasta, Sue: 3x (1 large bowl) used $\frac{1}{2}$ bowl
- ~Quinoa, Costco: 3 pound packages, we used about 2 pounds
- ~Kale, Costco: 2 bags make 1 bowl, used 4 bags and had $\frac{1}{2}$ bowl left
- ~German Potato Salad: made 28# of potatoes, which made 6 small bowls.

We had 1 $\frac{1}{2}$ bowls left

- ~Bread: donated by Great Harvest: 7 loaves, had about 3 loaves left
- ~Pies: 20 people signed up, we had about 10 pies left. I think more people brought pies than signed up.

Food

Paul purchased 28# strip beef roasts and 24 very large turkey breasts, totaling 70 pounds. We had $\frac{1}{2}$ roast beef left, 8 turkey breasts left. All of the leftover meat was sold after the luncheon.

Dining Room

Everything went smoothly. Set up was done Thursday afternoon. Tables were set up for 112 people (16 tables of 7) based upon the number of tickets sold plus 50 additional. There were 11 people helping in the dining room. Nine of them had specific jobs and two floaters.

Bazaar Sale

We had many more Christmas donations this year. In addition to the day of the Bazaar we were able to sell items after church on the following two Sundays. This room brought in \$1078.88 which is \$222.38 more than last year and better than any year since at least 2011.

Artisans

We had 5 artists who brought in a total of \$100 for table rental.

Bake Sale

Donations were about the same as last year. However, more of the traditional German cookies are needed since they tend to sell out first. The bake sale brought in \$1,129.76 which is about \$264 more than last year.

Quilts

We had about 14 quilts donated for the display, which is a similar number as previous years. This room also provided a pleasant place for people to gather. The quilt raffle brought in \$330 which is \$74 more than last year. Barb Marshall won the quilt.

Conclusions

There were many positive comments concerning the luncheon. Everyone seemed very happy with the quality of our entrees and the variety of the salads. In addition everyone seemed to enjoy the fun and fellowship the Bazaar provided. People enjoyed spending the day together. We were able to generated \$3174.66 which is \$237.57 more than last year. We were able to donate \$1,587.33 to the Bethlehem Property Improvement Fund and \$634.93 for Women's Fellowship, Alpha House and Peace Neighborhood each received \$476.20.

Considerations for Next Year

Use the sandwich board sign out by the driveway, indicating parking available on the street plus Muehlig's

Provide room diagrams so people on tear down committee know how to put it back together. Tear down committee needs to come at 2:00.

Beverages: make ice tea instead of lemonade, only need 2 pints of creamer, need 1 ½ pots of regular coffee, ½-3/4 pot of decaf.

Need more small plates for pie. Need to record pies as they arrive to accurately determine how many pies are donated. We can use pie signup sheet and add names that were not on the list. The following year the added people can be called, so we don't have too many pies.

Mary Martha Circle

President ~ Jacquie Katz

Secretary/Treasurer ~ Harriett Holzapfel

Spiritual Leader ~ Carolyn Moehrl

Mary Martha Circle meets the second Tuesday of the month from September to May in the church Landing at 10:00 am. The purpose is for Bible Study. We are studying the book of Luke. We had no meetings in November or December. Our receipts and disbursements are listed below.

Balanced forward 05/09/17	\$.42
Receipts	<u>68.75</u>
Balance	\$69.17
Disbursements	
Women of Bethlehem Budget	\$10.00
Women of Bethlehem Mission Project	10.00
Women of Bethlehem Budget	20.00
Lily's Projects	<u>20.00</u>
Balance	\$60.00

Blance forward	\$.42
Receipts	<u>68.75</u>
Balance	\$69.17
Disburstments	<u>60.00</u>
Balance 05/08/18	\$ 9.17

Prayer Shawl Ministry

Mary Friend and Debbie Karr

The Prayer Shawl Ministry meets most Mondays from 1:00 to 3:00 in the Schmale Lounge. We have 7 members who are regular attendees and several others who occasionally drop in to knit. There are many anonymous members who knit at home and turn their projects in to the church office. We are grateful for everyone's contributions.

This year we have provided:

- 12 shawls to new members or friends who are grieving or ill
- 5 baby shawl for baptism
- 25 scarves for the Mitten Tree
- 7 baby blankets for the Pine Ridge Indian Reservation in partnership with Church of the Good Shepherd
- 15 shawls to Washtenaw refugees
- 3 lap quilts to Alpha House
- 15 shawls to unknown destinations

Women of Bethlehem
Bethlehem United Church of Christ
Breakdown by Fund
September 1, 2017
through August 31, 2018

	GENERAL FUND	CWS KITS	COVENANT ASSN	PRETZEL SALES	BAZAAR	SPECIAL GIFTS	KITCHEN FUND	DINING ROOM	BOOK SALES	SEWING FUND	GRAND TOTAL
BEGIN BALANCE	4,153.30	290.03	90.00	13,993.89	0.00	0.00	510.52	642.16	597.97	228.22	20,506.09
REVENUE	1,202.58	657.73	0.00	3,985.00	4,030.38	30.00	0.00	0.00	182.50	0.00	10,088.19
BENEVOLENCE	0.00	(320.00)	0.00	(764.60)	(3,174.66)	(30.00)	0.00	0.00	0.00	0.00	(4,289.26)
EXPENSE	(300.00)	(262.73)	(90.00)	(675.33)	(845.72)	0.00	(93.05)	0.00	0.00	0.00	(2,266.83)
TOTAL	5,055.88	365.03	0.00	16,538.96	10.00	0.00	417.47	642.16	780.47	228.22	24,038.19

Benevolence Gifts	Date	To	Gift
By Holy Rollers	Dec 2017	BUCC	Sanctuary Banner
	Jan 2018	Alano Club	5-1/2 dozen pretzels
		Peace NC	7 dozen pretzels
	Apr 2018	Peace NC	8 doz pretzels
		Mott Hospital	52 Bethlehem Bags
By Aux/Mother's Study	May 2018	Peace NC	5 dozen pretzels
By Holy Rollers	Jun 2018	Alano Club	5-1/2 dozen pretzels
		Peace NC	
	Jul 2018	BUCC	4 Communion Cups
		BUCC	2 Pulpit scarves

GENERAL FUND

DATE	Ck. No.	DESCRIPTION	REVENUE	EXPENSE	BENEVO- LENCE	BALANCE
09/01/17		Beginning Balance				4,153.30
		Balance transfer from Covenant	90.00			4,243.30
09/15/17		Marion Caswell Memorials	370.00			4,613.30
09/29/17		Interest Earned - Sept	0.39			4,613.69
10/12/17		Carolyn Ferri Funeral donation	50.00			4,663.69
10/24/17		Mary Martha - coordinating budget	10.00			4,673.69
10/31/17	4861	Bethlehem Church - Caswell Tree/Life Leaf		300.00		4,373.69
10/31/17		Interest Earned - Oct	0.37			4,374.06
11/30/17		Interest Earned - Nov	0.39			4,374.45
12/11/17		Transferred from Bazaar	634.93			5,009.38
12/29/17		Interest Earned - Dec	0.96			5,010.34
01/31/18		Interest Earned - Jan	1.40			5,011.74
02/28/18		Interest Earned - Feb	1.21			5,012.95
03/30/18		Interest Earned - Mar	2.86			5,015.81
04/14/18		Mary Martha - coordinating budget	20.00			5,035.81
04/30/18		Interest Earned - Apr	3.95			5,039.76
05/31/18		Interest Earned - May	4.00			5,043.76
06/29/18		Interest Earned - June	3.80			5,047.56
07/31/18		Interest Earned - July	4.24			5,051.80
08/31/18		Interest Earned - Aug	4.08			5,055.88

CWS KITS

09/01/17		Beginning Balance				290.03
09/15/17		To Kits for processing	25.00			315.03
10/11/17		To Kits for processing	25.00			340.03
11/09/17	4864	The Mall Shoppe		262.73		77.30
		To Kits for processing	25.00			102.30
11/14/17		Auxiliary/Mother's Study	407.73			510.03
12/04/17	4868	Church World Service (kit processing)			320.00	190.03
12/12/17		To Kits for processing	25.00			215.03
01/16/18		To Kits for processing	25.00			240.03
02/21/18		To Kits for processing	25.00			265.03
03/27/18		To Kits for processing	25.00			290.03
04/14/18		To Kits for processing	25.00			315.03
05/12/18		To Kits for processing	25.00			340.03
06/19/18		To Kits for processing	25.00			365.03

COVENANT ASSOCIATION

09/01/17		Beginning Balance				90.00
09/01/17		Transfer balance to GF		90.00		0.00

PRETZEL SALES

DATE	CK. NO.	DESCRIPTION	REVENUE	EXPENSE	BENEVO LENCE	BALANCE
09/01/17		Beginning Balance				13,993.89
09/14/17	4856	Jim Lutz - pretzel supplies		42.59		13,951.30
09/15/17		Pretzel Sales	365.00			14,316.30
		To Kits for processing			25.00	14,291.30
10/03/17	4858	Oktoberfest cash box		20.00		14,271.30
10/10/17		Oktoberfest pretzel sales	280.00			14,551.30
	4860	Jim Lutz - pretzel supplies		48.81		14,502.49
		To Kits for processing			25.00	14,477.49
11/09/17	4865	Jim Lutz - pretzel supplies		105.70		14,371.79
		To Kits for processing			25.00	14,346.79
11/14/17		Pretzel Sales	319.00			14,665.79
12/12/17		Pretzel Sales	537.00			15,202.79
	4872	Bethlehem Church - Sanctuary Banner			239.20	14,963.59
	4873	Paul Marshall - pretzel labels		66.30		14,897.29
	4874	Jim Lutz - pretzel supplies		54.81		14,842.48
		To Kits for processing			25.00	14,817.48
	4875	Michelle Loukotka - pretzel supplies		31.78		14,785.70
01/16/18		Pretzel Sales	384.00			15,169.70
		To Kits for processing			25.00	15,144.70
	4876	Jim Lutz - pretzel supplies		53.04		15,091.66
01/30/18		Pretzel Sales	40.00			15,131.66
02/13/18		Pretzel Sales	336.00			15,467.66
02/20/18		Pretzel Sales	71.00			15,538.66
02/21/18	4877	Jim Lutz - pretzel supplies		44.45		15,494.21
		To Kits for processing			25.00	15,469.21
03/27/18		Pretzel Sales	338.00			15,807.21
		To Kits for processing			25.00	15,782.21
04/01/18	4878	Jim Lutz - pretzel supplies		70.09		15,712.12
04/14/18	4879	Jim Lutz - pretzel supplies		34.93		15,677.19
		To Kits for processing			25.00	15,652.19
04/17/18		Pretzel Sales	375.00			16,027.19
04/22/18	4880	Paul Marshall - knife equipment		21.17		16,006.02
05/12/18	4881	Jim Lutz - pretzel supplies		34.88		15,971.14
		To Kits for processing			25.00	15,946.14
05/16/18		Pretzel Sales	355.00			16,301.14
06/19/18	4883	Jim Lutz - pretzel supplies		46.78		16,254.36
		Pretzel Sales	585.00			16,839.36
		To Kits for processing			25.00	16,814.36
07/17/18	4884	Michelle Loukotka - CommCups/Pulpit			275.40	16,538.96

BAZAAR Luncheon/Bake/Craft

DATE	Ck. No.	DESCRIPTION	REVENUE	EXPENSE	BENEVO LENCE	BALANCE
09/01/17		Beginning Balance				0.00
10/10/17	4859	Cash box (Luncheon/Raffle tix sales)		175.00		(175.00)
10/12/17		Bazaar crafter table rental	60.00			(115.00)
10/24/17		Raffle/Luncheon Deposit	66.00			(49.00)
11/02/17	4863	Cash box (Bazaar/Bake Sales)		110.00		(159.00)
11/06/17		Luncheon Tix sales	236.00			77.00
		Bazaar crafter table rental	20.00			97.00
11/09/17		Luncheon Tix sales	233.00			330.00
	4866	Paul Marshall- luncheon meat/food		513.51		(183.51)
11/10/17		Deposit	2,717.00			2,533.49
	4867	Pat O'Reilly - kitchen supplies		47.21		2,486.28
11/14/17		Deposit	284.00			2,770.28
11/16/17		Deposit	173.50			2,943.78
11/21/17		Deposit	210.88			3,154.66
12/04/17	4869	Peace Neighborhood Center			476.20	2,678.46
	4870	Alpha House			476.20	2,202.26
	4871	Bethlehem Church - Prop Improv			1,587.33	614.93
12/05/17		Bazaar crafter table rental	20.00			634.93
12/11/17		Transfer to W of B General Fund			634.93	0.00
02/27/18		Bazaar sale	10.00			10.00

SPECIAL GIFTS

09/01/17		Beginning Balance				0.00
03/27/18		Mary Martha - Ruth Ellis Project	10.00			10.00
04/14/18		Mary Martha - Lily's Projects	20.00			30.00
05/14/18	4882	Bethlehem Church - Lily Proj \$20			30.00	0.00
		Bethlehem Church - R Ellis Proj \$10				

KITCHEN FUND

DATE	Ck. No.	DESCRIPTION	REVENUE	EXPENSE	BENEVO- LENCE	BALANCE
09/01/17		Beginning Balance				510.52
09/14/17	4857	Michelle Loukotka - kitchen supplies		37.05		473.47
04/22/18	4880	Paul Marshall - knife sharpening		56.00		417.47

DINING ROOM FUND

09/01/17		Beginning Balance				642.16
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BOOK SALES

09/01/17		Beginning Balance				597.97
09/15/17		Book Sales	7.00			604.97
10/24/17		Book Sales	5.00			609.97
01/09/18		Book Sales	35.00			644.97
02/06/18		Book Sales	10.00			654.97
04/14/18		Book Sales	38.00			692.97
05/16/18		Book Sales	27.00			719.97
07/10/18		Book Sales	26.00			745.97
08/21/18		Book Sales	34.50			780.47

SEWING

09/01/17		Beginning Balance				228.22
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2017-2018 Women of Bethlehem Receipts and Disbursements

Total Cash in Account September 1, 2017 \$ 20,506.09

Receipts	Auxiliary/Mothers Study	407.73	
	Bazaar/Luncheon	4,030.38	
	Holy Rollers	4,012.00	
	Interest Earned	27.65	
	Landing Place book sales	155.50	
	Mary Martha Circle	60.00	
	Memorial Donations	420.00	
	Total Receipts		\$ 9,113.26

Disbursements

Bazaar/Luncheon	305.00	
Bazaar – Alpha House	476.20	
Bazaar – Peace Neighborhood Center	476.20	
Bethlehem Church - Caswell Tree of Live Leaf	300.00	
Bethlehem Church – Property Improvement	1,587.33	
Bethlehem Church - New banner (HRollers)	239.20	
Bethlehem Church – Lily Projects	20.00	
Bethlehem Church - Ruth Ellis Project	10.00	
Church World Service - kit processing	320.00	
Communion Scarf & Challis (Holy Rollers)	275.40	
Kitchen Supplies	93.05	
Luncheon food & supplies	560.72	
Mail Shoppe - Kit shipping	262.73	
Pretzel Supplies	655.33	
Total Disbursements		\$ 5,581.16

Total Cash in Account August 31, 2018 \$ 24,038.19

Bylaws
of
Bethlehem
United Church of Christ
of Ann Arbor, Michigan



Amended 11/11/18

Bethlehem United Church of Christ

Bylaws

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Bethlehem United Church of Christ Bylaws

These Bylaws, along with the Articles of Incorporation, are the foundation for the governance of Bethlehem United Church of Christ.

Article I Name

The name of this organization shall be Bethlehem United Church of Christ of Ann Arbor, Michigan (referred to in these Bylaws as the “Church”).

Article II Purpose

It shall be the purpose of this organization to provide a Christian congregation for worship, to give glory to God, and to promote the teachings of Jesus Christ.

Article III Affiliation

The Church shall be a member of the United Church of Christ and shall be guided by the United Church of Christ’s Constitution and Bylaws.

Article IV Doctrine

The Holy Scriptures of the Bible are the foundation for the Church’s worship and practices.

Article V Membership

Section 1 Eligibility

Membership in the Church shall be open to any person who has been baptized and has either (1) been confirmed into a Christian church or (2) made public confession of faith in Jesus Christ as Lord and Savior.

Section 2 Privileges

1. All members are entitled to share in the fellowship and spiritual blessings of the Church, to the services of the Pastor and any other ordained personnel of the Church, and to the Christian sympathy and support of all other members.
2. All members of the Church in good standing are entitled to voice and vote at meetings of the Governing Body.
3. All members in good standing, who have been members for at least one year, shall be eligible to hold elected office of the Church. No one may simultaneously hold more than one elected office of the Church. Neither the Pastor nor other ordained staff of the Church shall be eligible to hold elected office of the Church.

Section 3 Responsibilities

Members shall participate in the Church's worship and celebration of Holy Communion; share in the life and work of the Church; contribute to the Church's support and benevolence; and support the spiritual welfare of the Church's membership and the community.

Section 4 Release

Any member in good standing shall be granted a letter of transfer upon request.

Section 5 Termination

The Member Care Ministry Team shall every two years, in odd-numbered years, review the membership rolls for the purpose of identifying members who appear to have not met the responsibilities of membership set forth in Section 3. The Member Care Ministry Team shall communicate with the members so identified to encourage their renewed participation in the life of the Church. Should such efforts not result in renewed participation, the Member Care Ministry Team shall recommend to the Leadership Council that the member be removed from the active member rolls. Upon majority vote of the Leadership Council, such member shall be removed from the active member rolls.

Section 6 Others Participating in the Bethlehem Community

Individuals who are unable or otherwise not in a position to become members of the Church are welcome to attend worship, request and receive newsletters and other similar communications from the Church, participate in programs and other events offered by the Church, and otherwise participate in the life of the Church. Such individuals are eligible to serve as unelected members of Ministry Teams, and serve as appointed or volunteer members of task forces or other groups, including those created by the Governing Body, Leadership Council or the Pastor. Such individuals shall have the right to attend congregational meetings and, at the discretion of the President, voice their opinions, but shall not be entitled to vote.

Article VI Governance

Section 1 Governing Body

A. How Assembled

The Governing Body of the Church shall be the members of the Church assembled in a duly called congregational meeting. A quorum shall consist of 25 members. A quorum, once established at a duly called congregational meeting, shall exist until the meeting is adjourned. The Governing Body shall hold an annual meeting and may hold other meetings as set forth in these Bylaws. The vote of a majority of those present and voting at any such congregational meeting shall be the will of the Church.

B. Roles and Responsibilities

The Governing Body:

1. Shall hold an Annual Meeting as set forth in Article VIII of these Bylaws.
2. Shall hold other congregational meetings as set forth in Article VIII of these Bylaws.

3. Shall be responsible for calling a Pastor and shall have the right to terminate the Church's relationship with the Pastor.
4. Shall have sole authority to approve unbudgeted, extraordinary expenditures of \$15,000.00 or more.
5. Shall have sole authority to approve the purchase or sale of real property.
6. May establish committees, task forces or other groups to further the purposes of the Church.
7. Shall have sole authority to merge with or enter into any agreement of formal association with another congregation.

Section 2 Leadership Council

A. Composition

The Leadership Council shall be a seven-member body, consisting of a President, a Vice President, a Secretary, a Treasurer, and three at-large members.

At any duly called meeting of the Leadership Council, a quorum shall consist of a majority of the Leadership Council members. Once established at a particular meeting, a quorum exists until the meeting is adjourned.

B. Roles and Responsibilities

The Leadership Council:

1. Is responsible to the Governing Body.
2. Shall, in consultation with the Pastor, engage in strategic planning for the future of the Church and, in collaboration with the various Ministry Teams, set the overall policy and direction of the Church.
3. Shall work with the Pastor, other staff, the Ministry Teams, and other laypersons to implement that strategic direction.
4. Shall call an Annual Meeting of the Governing Body as set forth in Article VIII of these Bylaws.
5. Shall call special meetings of the Governing Body as set forth in Article VIII of these Bylaws.
6. May call other special meetings of the Governing Body at its discretion.
7. Shall meet within two weeks of the Annual Meeting of the Governing Body and shall meet regularly thereafter.
8. Shall keep a record of its proceedings.
9. Shall receive a recommended annual operating budget from the Finance Ministry Team and, upon approval, recommend the operating budget to the congregation.
10. Shall hire any interim Pastor, establish the terms and conditions of employment of any interim Pastor, and have the authority to terminate a relationship with any interim Pastor.
11. Shall establish the terms and conditions of employment of the Pastor. In establishing the financial terms of the Pastor's relationship with the Church, the Leadership Council shall coordinate with the Finance Ministry Team.
12. Shall establish and provide support to a search committee for a Pastor when there is a vacancy.
13. Shall conduct an annual performance review of the Pastor.

14. Unless otherwise directed by the Governing Body, shall consider and act on recommendations of the Pastor, within the financial parameters established in the budget and the strategic parameters set by the Leadership Council, to call ordained staff or to terminate a relationship with ordained staff.
15. May create committees and task forces to assist in carrying out the Leadership Council's responsibilities or other functions related to the Church.
16. Except as to the office of President, shall, in consultation with Nominations, appoint members to fill vacancies in unexpired terms of elected positions of the Church until the following Annual Meeting.
17. Shall coordinate with Ministry Teams and other groups of the Church considering policies or actions that would affect the strategic planning of the Church or the overall policy and direction of the Church before any such actions are implemented.
18. Shall establish policies and procedures related to the overall strategic direction of the Church and shall review and revise existing policies and procedures related to the overall strategic direction of the Church. Upon adoption, the Leadership Council shall provide any such policies and procedures to the Secretary.
19. Shall receive, review and act on requests from any Ministry Team or other group of the Church for unbudgeted, extraordinary expenditures greater than \$5,000.00 but less than \$15,000.00. The Leadership Council may approve such requests if in its judgment the request is not an appropriately budgetable expenditure, the financial condition of the Church supports the expenditure, and the request is a valuable expenditure of Church resources. The Leadership Council may request the input of the Finance Ministry Team in making its determination. The Leadership Council shall advise the Governing Body of the request and approval at the next duly called meeting of the Governing Body.
20. Shall receive, review and promptly act on, in accordance with these Bylaws, reports from the Member Care Ministry Team with respect to members not meeting their membership responsibilities.
21. Shall annually, or more often if requested by the Governing Body, provide a summary written report of its activities to the congregation.
22. Shall serve as the Board of Directors of the Church.

C. President

The President:

1. Shall preside over all congregational meetings.
2. Shall preside over all Leadership Council meetings.
3. Shall, in consultation with the Pastor and other members of the Leadership Council, set the agenda for Leadership Council meetings.
4. Shall serve as a member ex officio of all Ministry Teams and may attend meetings of the various Ministry Teams in consultation with the chair of the various Ministry Teams, offering counsel as appropriate.
5. May delegate his or her responsibility to the Vice President to preside over congregational meetings or Leadership Council meetings should the President be unable to attend.
6. To the extent authorized by the Governing Body or these Bylaws, shall, with the Secretary, sign all deeds and all contracts in excess of \$15,000 on behalf of the Church.

D. Vice President

The Vice President:

1. Shall preside over congregational meetings or Leadership Council meetings upon delegation of the President due to the President's inability to attend.
2. Shall preside over any congregational meeting or portion of such meeting where the business of the meeting pertains to the President.
3. Provides advice and counsel to the Pastor with respect to personnel matters of the Church staff.

E. Secretary

The Secretary:

1. Shall keep a record of all meetings of the Governing Body and the Leadership Council.
2. Shall promptly prepare and distribute minutes of meetings of the Governing Body to the congregation.
3. Shall promptly prepare and distribute minutes of meetings of the Leadership Council to the Leadership Council.
4. Shall serve as a repository for and keep and maintain a current set of policies of the Church.
5. Shall receive, review, and process all official correspondence of the Church.
6. To the extent authorized by the Governing Body or these Bylaws, shall, with the President, sign all deeds and all contracts in excess of \$15,000 on behalf of the Church.

F. Treasurer

The Treasurer:

1. Shall be responsible for all monies of the Church.
2. Shall coordinate regularly with the Finance Ministry Team concerning the finances of the Church.
3. Shall make monthly reports to the Leadership Council concerning the finances of the Church.
4. Shall make an annual report to the Governing Body concerning the finances of the Church.
5. May, in consultation with the Pastor, utilize the support of designated office staff in carrying out the Treasurer's responsibilities.

Section 3 Finance Ministry Team

A. Composition

The Finance Ministry Team shall be composed of three members elected by the Governing Body and such other individuals as the Finance Ministry Team may include to assist in carrying out its roles and responsibilities. The Finance Ministry Team shall elect a Chair from its elected members.

B. Roles and Responsibilities

The Finance Ministry Team:

1. Shall secure the funds necessary and appropriate to support the Church.
2. Shall annually prepare, in consultation with the Leadership Council, other Ministry Teams, the Pastor, and other ordained staff, an operating budget for consideration and approval by the Leadership Council.
3. Shall, after approval by the Leadership Council, present the annual budget to the Governing Body for its consideration.
4. Shall coordinate with and support the Treasurer in fulfilling the Treasurer's roles and responsibilities.
5. Shall encourage giving toward and oversee the Church's monetary funds, including Memorials and Gifts, investments, and any endowment funds.
6. Shall ensure that the monetary funds of the Church are prudently invested.
7. Shall coordinate with the Leadership Council to request and provide for appropriate funds to carry out the Finance Ministry Team's roles and responsibilities.
8. Shall establish, review and revise policies and procedures related to its function. Upon adoption, the Finance Ministry Team shall provide any such policies and procedures to the Secretary.
9. Shall coordinate with the Leadership Council any proposed policies or actions that would affect the strategic planning of the Church or the overall policy and direction of the Church.
10. Shall cooperate with Bethlehem Cemetery Board with respect to the investment of funds overseen by the Bethlehem Cemetery Board.
11. Shall receive and review requests for unbudgeted, extraordinary expenditures not to exceed \$5,000.00. The Finance Ministry Team may approve such requests if in its judgment the request is not an appropriately budgetable expenditure, the financial condition of the Church supports the expenditure, and the request is a valuable expenditure of Church resources. The Finance Ministry Team shall promptly advise the Leadership Council of the request and the Finance Ministry Team's approval of the request.
12. Shall regularly report on its activities to the Leadership Council and shall annually provide a summary written report of its activities to the congregation.
13. Shall work in conjunction with an external auditor for audits to be performed at least every three years to verify the proper handling of Church funds and the accuracy of the financial records of the Church.
14. Shall promptly report audit findings and recommendations to the Leadership Council and the Governing Body.

Section 4 Facilities Ministry Team

A. Composition

The Facilities Ministry Team shall be composed of three members elected by the Governing Body and such other individuals as the Facilities Ministry Team may include to assist in carrying out its roles and responsibilities. The Facilities Ministry Team shall elect a Chair from its elected members.

B. Roles and Responsibilities

The Facilities Ministry Team:

1. Shall develop and implement plans to maintain, preserve and improve Church properties, except Bethlehem Cemetery.
2. Shall coordinate the use and management of the facilities.
3. Shall evaluate and procure appropriate insurance for Church properties.
4. Shall coordinate with the Finance Ministry Team to request and provide for appropriate funds to carry out its roles.
5. Shall establish, review and revise policies and procedures related to its function. Upon adoption, the Facilities Ministry Team shall provide any such policies and procedures to the Secretary.
6. Shall coordinate with the Leadership Council with respect to any proposed policies or actions that would affect the strategic planning of the Church or the overall policy and direction of the Church.
7. Shall regularly report on its activities to the Leadership Council and shall annually provide a summary written report of its activities to the congregation.

Section 5 Education Ministry Team

A. Composition

The Education Ministry Team shall be composed of one member elected by the Governing Body, who shall be the Chair, and such other individuals as the Education Ministry Team may include to assist in carrying out its roles and responsibilities.

B. Roles and Responsibilities

The Education Ministry Team:

1. Shall work with designated staff to support children's Christian education programs, including confirmation programs.
2. Shall work with designated staff to support adult Christian education programs.
3. Shall be responsible for granting educational scholarships from designated funds, if any.
4. Shall coordinate with the Finance Ministry Team to request and provide for appropriate funds to carry out its roles and responsibilities.
5. Shall establish, review and revise policies and procedures related to its function. Upon adoption, the Education Ministry Team shall provide any such policies and procedures to the Secretary.
6. Shall coordinate with the Leadership Council with respect to any proposed policies or actions that would affect the strategic planning of the Church or the overall policy and direction of the Church.
7. Shall regularly report on its activities to the Leadership Council and shall annually provide a summary written report of its activities to the congregation.

Section 6 Worship Ministry Team

A. Composition

The Worship Ministry Team shall be composed of one member elected by the Governing Body, who shall be the Chair, and such other individuals as the Worship Ministry Team may include to assist in carrying out its roles and responsibilities.

B. Roles and Responsibilities

The Worship Ministry Team:

1. Shall work with the Pastor and other ordained staff to support the spiritual life of the congregation through worship.
2. Shall assist the Pastor and other ordained staff with respect to Holy Communion and Baptisms.
3. Shall assist the Pastor and other ordained staff with other aspects of regular and special worship services with the goal of making such worship experiences meaningful and fulfilling.
4. Shall coordinate with the Finance Ministry Team to request and provide for appropriate funds to carry out its roles and responsibilities.
5. Shall establish, review and revise policies and procedures related to its function. Upon adoption, the Worship Ministry Team shall provide any such policies and procedures to the Secretary.
6. Shall coordinate with the Leadership Council with respect to any proposed policies or actions that would affect the strategic planning of the Church or the overall policy and direction of the Church.
7. Shall regularly report on its activities to the Leadership Council and shall annually provide a summary written report of its activities to the congregation.

Section 7 Member Care Ministry Team

A. Composition

The Member Care Ministry Team shall be composed of one member elected by the Governing Body, who shall be the Chair, and such other individuals as the Member Care Ministry Team may include to assist in carrying out its roles and responsibilities.

B. Roles and Responsibilities

The Member Care Ministry Team:

1. Shall encourage the involvement of new and continuing members in the life of the Church.
2. Shall regularly review member attendance and take action to connect with members becoming less active.
3. Shall engage in and coordinate activities to support members in need due to health and other reasons.
4. Shall ensure records of members, transfers, terminations of membership, marriages, deaths and baptisms are maintained.
5. Shall biannually, during odd-numbered years, conduct a review of the membership rolls of the Church to determine whether members are meeting their membership responsibilities; if it appears they are not, encourage their renewed

- commitment; in the absence of a demonstrated commitment advise the Leadership Council for its consideration and action according to these Bylaws.
6. Shall coordinate with the Finance Ministry Team to request and provide for appropriate funds to carry out its roles and responsibilities.
 7. Shall establish, review and revise policies and procedures related to its function. Upon adoption, the Member Care Ministry Team shall provide any such policies and procedures to the Secretary.
 8. Shall coordinate with the Leadership Council with respect to any proposed policies or actions that would affect the strategic planning of the Church or the overall policy and direction of the Church.
 9. Shall regularly report on its activities to the Leadership Council and shall annually provide a summary written report of its activities to the congregation.

Section 8 Welcome Ministry Team

A. Composition

The Welcome Ministry Team shall be composed of one member elected by the Governing Body, who shall be the Chair, and such other individuals as the Welcome Ministry Team may include to assist in carrying out its roles and responsibilities.

B. Roles and Responsibilities

The Welcome Ministry Team:

1. Shall encourage a welcoming environment to prospective members in the community and within the Church building.
2. Shall foster a positive impression for visitors.
3. Shall develop and implement plans for membership growth and assimilation.
4. Shall coordinate activities of the ushers.
5. Shall coordinate with the Finance Ministry Team to request and provide for appropriate funds to carry out its roles.
6. Shall establish, review and revise policies and procedures related to its function. Upon adoption, the Welcome Ministry Team shall provide any such policies and procedures to the Secretary.
7. Shall coordinate with the Leadership Council with respect to any proposed policies or actions that would affect the strategic planning of the Church or the overall policy and direction of the Church.
8. Shall regularly report on its activities to the Leadership Council and shall annually provide a summary written report of its activities to the congregation.

Section 9 Outreach Ministry Team

A. Composition

The Outreach Ministry Team shall be composed of one member elected by the Governing Body, who shall be the Chair, and such other individuals as the Outreach Ministry Team may include to assist in carrying out its roles and responsibilities.

B. Roles and Responsibilities

The Outreach Ministry Team:

1. Shall identify opportunities for and inspire involvement in demonstrating Christian love by supporting our neighbors.
2. Shall coordinate with and support other Church groups with respect to their outreach activities.
3. Shall coordinate with the Finance Ministry Team to request and provide for appropriate funds to carry out its roles and responsibilities.
4. Shall establish, review and revise policies and procedures related to its function. Upon adoption, the Outreach Ministry Team shall provide any such policies and procedures to the Secretary.
5. Shall coordinate with the Leadership Council with respect to any proposed policies or actions that would affect the strategic planning of the Church or the overall policy and direction of the Church.
6. Shall regularly report on its activities to the Leadership Council and shall annually provide a summary written report of its activities to the congregation.

Section 10 Fellowship Ministry Team

A. Composition

The Fellowship Ministry Team shall be composed of one member elected by the Governing Body, who shall be the Chair, and such other individuals as the Fellowship Ministry Team may include to assist in carrying out its roles and responsibilities.

B. Roles and Responsibilities

The Fellowship Ministry Team:

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.
3. Shall coordinate with the Finance Ministry Team to request and provide for appropriate funds to carry out its roles and responsibilities.
4. Shall establish, review and revise policies and procedures related to its function. Upon adoption, the Fellowship Ministry Team shall provide any such policies and procedures to the Secretary.
5. Shall coordinate with the Leadership Council with respect to any proposed policies or actions that would affect the strategic planning of the Church or the overall policy and direction of the Church.
6. Shall regularly report on its activities to the Leadership Council and shall annually provide a summary written report of its activities to the congregation.

Section 11 Youth and Young Adult Ministry Team

A. Composition

The Youth and Young Adult Ministry Team shall be composed of one member elected by the Governing Body, who shall be the Chair, and such other individuals as the Youth and Young Adult Ministry Team may include to assist in carrying out its roles and responsibilities.

B. Roles and Responsibilities

The Youth and Young Adult Ministry Team:

1. Shall work with designated staff to develop and implement regular programming and activities to empower and encourage fellowship, faith development and leadership opportunities among youth in middle school, high school, and other young adults.
2. Shall coordinate with other ministry teams to involve and integrate younger people into the wider life and ministries of the Church.
3. Shall coordinate with the Finance Ministry Team to request and provide for appropriate funds to carry out its roles and responsibilities.
4. Shall establish, review and revise policies and procedures related to its function. Upon adoption, the Youth and Young Adult Ministry Team shall provide any such policies and procedures to the Secretary.
5. Shall coordinate with the Leadership Council with respect to any proposed policies or actions that would affect the strategic planning of the Church or the overall policy and direction of the Church.
6. Shall regularly report on its activities to the Leadership Council and shall annually provide a summary written report of its activities to the congregation.

Section 12 Bethlehem Cemetery Board

A. Composition

The Bethlehem Cemetery Board shall be composed of six members elected by the Governing Body. The Bethlehem Cemetery Board shall elect a President, Vice President, Secretary, and Treasurer from its members.

B. Roles and Responsibilities

The Bethlehem Cemetery Board:

1. Shall be responsible for the administration and maintenance of Bethlehem Cemetery and the funding of those activities.
2. Shall designate a member to serve as a liaison to the Finance Ministry Team with respect to the investment of funds overseen by the Bethlehem Cemetery Board.
3. Shall be responsible for developing, reviewing, revising and maintaining its own policies and procedures related to the administration and maintenance of Bethlehem Cemetery.
4. Shall annually provide a summary written report of its activities to the congregation.

Section 13 Nominations Committee

A. Composition

The Nominations Committee is a standing committee and shall be composed of one member elected by the Governing Body, who shall serve as the Chair, and at least two other members, who shall be members of the Church and shall be identified by the Chair in consultation with the Leadership Council. Members of the Nominations Committee shall not hold any other elected position within the Church while serving on the Nominations Committee.

B. Roles and Responsibilities

The Nominations Committee:

1. Shall be responsible to the congregation to identify and present at least two weeks in advance of the Annual Meeting one or more eligible candidates to fill all open elected positions identified in the Bylaws.
2. Shall advise the Pastor and Leadership Council of the candidates for the open elected offices prior to the Leadership Council's call of the Annual Meeting.
3. Shall, upon request, assist the various Ministry Teams and the Auditing Committee in identifying individuals with the aptitude for and interest in serving as unelected members.

Article VII Terms of Elected Office and Term Limits

All terms of office begin upon adjournment of the Annual Meeting at which the individual is elected and run until the adjournment of the Annual Meeting at which the individual's successor is due to be elected.

Section 1 Leadership Council

A. President

The President's term shall be one year. The President shall be eligible to serve no more than three consecutive elected one-year terms.

If there is a vacancy in the office of President, the Vice President shall fill the responsibilities of President until the next Annual Meeting.

B. Other Leadership Council Positions

The terms of Vice President, Treasurer, Secretary and the three at-large positions on the Leadership Council shall be three years. The terms of the Vice President, Treasurer, and Secretary shall be staggered such that one of each expires each year. The terms of the three at-large positions on the Leadership Council shall be staggered such that one of each expires each year. Individuals elected to these Leadership Council positions shall be eligible to be elected to no more than two consecutive three-year terms. No individual shall serve on the Leadership Council for more than seven consecutive years, exclusive of any time spent serving as President.

Section 2 Finance Ministry Team and Facilities Ministry Team

The terms of office of the individuals elected to the Finance Ministry Team and the Facilities Ministry Team shall be three years. The terms of the three elected positions on each of these bodies shall be staggered such that one of each expires each year.

Individuals elected to the Finance Ministry Team shall be eligible to be elected to no more than two consecutive three-year terms. No individual shall serve on the Finance Ministry Team for more than seven consecutive years.

Individuals elected to the Facilities Ministry Team shall be eligible to be elected to no more than two consecutive three-year terms. No individual shall serve on the Facilities Ministry Team for more than seven consecutive years.

Section 3 Bethlehem Cemetery Board

The terms of office of the individuals elected to the Bethlehem Cemetery Board shall be three years. The terms of the six members of the Bethlehem Cemetery Board shall be staggered such that two of each expire each year. Individuals elected to the Bethlehem Cemetery Board shall be eligible to be elected to no more than two consecutive three-year terms. No individual shall serve on the Bethlehem Cemetery Board for more than seven consecutive years.

Section 4 Other Elected Offices

The terms of all other elected offices shall be three years. Individuals elected to other elected offices shall be eligible to be elected to no more than two consecutive three-year terms.

No individual shall serve in any elected office of the Church for more than seven consecutive years, exclusive of any time spent serving as President.

Article VIII Meetings of the Governing Body

There shall be an Annual Meeting of the Governing Body, held no earlier than May 1 and no later than June 15 of each year. The Leadership Council shall select the date, time and place for this meeting. At the Annual Meeting, the Governing Body shall (1) elect, by majority vote of those members present and voting, eligible members to fill all open elected positions of the Church for the following fiscal year beginning June 1; (2) receive and act on an annual budget for the June 1 to May 31 fiscal year as recommended by the Finance Ministry Team and Leadership Council; (3) receive annual reports from each ministry team and committee; and (4) conduct any other business that may come before it.

Special meetings of the Governing Body may be called by the Leadership Council at its discretion.

The Leadership Council shall, upon written request of at least 25 members, call a special meeting of the Governing Body to be held no more than 30 days after the written request is received. The written request shall specify the purpose of the requested meeting of the Governing Body.

At special meetings of the Governing Body, only such business as has been specified in the notice of the special meeting may be voted upon.

At least 14 days' advance notice shall be given of the time, place and purpose of all meetings of the Governing Body. Such notice shall include, at a minimum, (1) verbal and/or written notice at, or immediately before or after, worship service(s) and (2) notification through other reliable means, utilizing such technology as may exist at the time, designed to reach members of the congregation.

Unless otherwise specified in these Bylaws, all decisions of the Governing Body shall be made by majority vote of those members present and voting.

Article IX Administration

Section 1 Pastor

A. Qualifications and Selection

The Pastor shall be an ordained minister who has been recommended or approved by the Covenant Association or the Michigan Conference of the United Church of Christ. If there is a vacancy in the position of Pastor, the Leadership Council shall, in consultation with the search committee, nominate a candidate to be voted on by the Governing Body. Only one candidate shall be considered at a time.

B. Responsibilities

The Pastor shall be the spiritual leader of the Church and oversee its day-to-day administrative activities. The Pastor:

1. Shall care for the general welfare of the congregation.
2. Shall preach the Gospel, administer the sacraments and rites of the Church, and oversee all worship services.
3. Shall minister to the sick and those otherwise in need.
4. Shall administer the activities of the Church in cooperation with the Leadership Council, the Ministry Teams, and the ordained and other staff.
5. Shall support the Leadership Council in its role of strategic planning for the future of the Church and setting the overall policy and direction of the Church.
6. Shall serve as a member ex officio of the Leadership Council and attend Leadership Council meetings except to the extent the Leadership Council is discussing the performance and evaluation of the Pastor. The Pastor shall have a voice on matters coming before the Leadership Council, but shall not be entitled to vote. If the Pastor is unable to attend a Leadership Council meeting, he or she is entitled to delegate such responsibility to an Associate Pastor or other ordained staff.
7. Shall recommend to the Leadership Council the call or termination of ordained staff within the parameters established in the budget and the strategic direction established by the Leadership Council. The Pastor shall be responsible for directing, developing, and evaluating ordained staff.
8. Unless otherwise specified by the Governing Body, shall, within the parameters of the budget, be responsible for hiring, directing, developing, evaluating and, as the Pastor determines appropriate, terminating the employment of non-ordained staff.
9. Shall receive advice and counsel from the Vice President with respect to personnel matters.

10. Shall, in consultation with the Vice President, annually recommend to the Finance Ministry Team and the Leadership Council a budget for the compensation and benefits of all staff.
11. May, in consultation with the Leadership Council, establish committees or task forces to assist in fulfilling the Pastor's role or otherwise support the Church.
12. Shall have the right to grant or deny requests for other clergy to perform any religious ceremony in the Church, none of which shall be performed without the Pastor's consent. The Pastor shall have the right to delegate the responsibility of leading a worship service to an ordained guest minister during the temporary absence of the Pastor or for a particular special occasion.
13. Shall annually provide a summary written report of his or her activities to the congregation.

If there is a vacancy in the position of Pastor, any interim Pastor selected under these Bylaws shall carry out these responsibilities.

Section 2 Associate Pastor(s) and Other Ordained Staff

The Church may employ one or more Associate Pastors and/or other ordained staff within the budgetary limits established by the Governing Body. Unless otherwise specified by the Governing Body, it shall be the responsibility of the Leadership Council, acting on a recommendation of the Pastor, if any, to hire Associate Pastor(s) and/or other ordained staff. Unless otherwise specified by the Governing Body, it shall be the right of the Leadership Council, acting on the recommendation of the Pastor, if any, to terminate any relationship with any Associate Pastor or other ordained staff. Any individual employed as an Associate Pastor shall be recommended or approved by the Covenant Association or the Michigan Conference of the United Church of Christ.

Associate Pastor(s) and other ordained staff shall have such duties and responsibilities as set forth in their terms of employment or as otherwise directed by the Pastor. Such individuals shall perform their responsibilities under the direction of and with the counsel of the Pastor.

Associate Pastor(s) and/or other ordained staff may, from time to time, be delegated or otherwise requested to attend meetings of the Leadership Council, which responsibility they shall fulfill.

Section 3 Non-Ordained Staff

Unless otherwise specified by the Governing Body, it shall be the responsibility of the Pastor to employ support staff personnel to perform administrative and operational duties as needed and within budgetary limits. Such individuals shall perform their responsibilities under the direction of and with the counsel of the Pastor. Unless otherwise specified by the Governing Body, it shall be the right of the Pastor to terminate any relationship with any non-ordained staff.

Article X Property

The Church may in its corporate name acquire real and personal property by purchase, gift, devise, bequest or other lawful means. The Church may utilize its real and personal property for any lawful purpose, and may transfer, rent, lease, mortgage or otherwise encumber, sell, assign, or convey such property. The Church may receive and hold in trust both real and personal property. The real property, personal property, and all monies of the Church shall be under the care of the Board of Directors, which is the Leadership Council.

Church properties shall be held as a sacred trust by the Leadership Council, which shall have the ultimate responsibility for keeping the church edifice and other buildings belonging to the Church in proper repair.

The burial grounds known as Bethlehem Cemetery shall be managed by the Bethlehem Cemetery Board.

Article XI Conflicts of Interest

Whenever a member of the Leadership Council or other individual serving in an elected position has a financial or family interest in any matter coming before them, the affected person shall (1) fully disclose the nature of the interest and (2) withdraw from discussion, lobbying, and voting on the matter. Any vote involving a potential conflict of interest shall be approved only when a majority of disinterested individuals present and voting determine that it is in the best interest of the Church to do so. The minutes of meetings at which such votes are taken shall record the disclosure, abstention and rationale for approval.

Article XII Rules of Order

The rules contained in the current edition of *Robert's Rules of Order, Newly Revised* shall govern in all cases to which they are applicable and in which they are not inconsistent with these Bylaws.

Article XIII Amendment

Proposed changes to these Bylaws shall first be referred to the Leadership Council, which shall report its recommendation to the Governing Body at the next duly called congregational meeting. Any change to these Bylaws requires a two-thirds majority affirmative vote of all members present and voting.

Article XIV Dissolution

In the event of the dissolution of the Church, after providing for the debts and obligations of the Church, the remaining assets shall be transferred to the Michigan Conference of the United Church of Christ.

Adopted by vote of the Governing Body on October 19, 2014.

Effective Date: January 25, 2015

Amended by vote of the Governing Body on January 31, 2016

Amended by vote of the Governing Body on November 11, 2018