

Leadership Council Meeting Minutes: May 14, 2019 6:30pm

Present: John Samford - President, Ron Dechert – Vice-President, Pastor John Kennedy, Julie Feldkamp, Judy Coucouvanis, Shannon O'Reilly, Sue Wortman – Secretary

Visitors: Karen Samford, Tom Krell and Jeff Wortman from Finance Ministry Team

- **Meeting called to order by President John Samford**
- **Pastor John started the meeting with prayer**
- **Possible By-law changes**
 - The Bethlehem Cemetery Board requested a change to the by-laws. The modification to the by-laws would change the minimum number of members on the Cemetery Board from six to five. After discussion Leadership Council members did not approve this change. Section 12, part A of the by-laws will remain unchanged.
 - A motion was made to amend the Bethlehem by-laws to allow up to four weeks after the annual meeting for Leadership Council to meet the first time. Because of the beginning of elected terms now start June 1, it was felt meeting within 2 weeks after the Annual Meeting might be difficult to schedule, due to summer vacations. Allowing 4 weeks would make scheduling this first meeting easier. This recommendation to amend the by-laws was approved by a vote of Leadership Council. This amendment will be brought before the Governing Body of the church at the June 9 Congregational Meeting for approval.
 - Current By-laws – Sections 2, part B. Roles and Responsibilities, point 7 currently states: [Leadership Council] “shall meet within two weeks of the Annual Meeting of the Governing Body and shall meet regularly thereafter.”
 - Amendment of this sentence would change to “...shall meet within four weeks of the Annual Meeting of the Governing Body and shall meet regularly thereafter.”
- **Budget 2020**
 - Finance Ministry Team members presented a proposed budget for the 2020 fiscal year.
 - After discussion and questions a motion was made and approved to bring the budget as presented before the Governing Body for a vote of approval at the Annual Meeting, scheduled for June 9, 2019.
- **Additional Topics**
 - Stewardship Campaign – John and Karen Stamford will update a new Stewardship brochure for this year and will mail it out to members as part of a stewardship packet.

- Stewardship campaign will begin immediately and pledges dedicated in worship on Sunday, June 2
 - The Annual Meeting is scheduled Sunday, June 9. New Leadership Council and Ministry team chairs will be elected and a vote will be taken regarding the 2020 Fiscal Year budget. Outgoing elected officers and chairs will be thanked.
 - The Capital Campaign will start in approximately 3 months
- Reminder – Our next Leadership Council meeting will take place Thursday, June 27 and all future LC meetings will be scheduled for the 4th Thursday of each month.

This meeting was adjourned following members joining in the Lord's Prayer.

Minutes for this meeting are submitted by Sue Wortman, Secretary

Finance Ministry Meeting Minutes – May 9, 2019

- 1) Call to Order – Attendees: Jeff Wortman, Shannon O'Reilly, Ken Tappe, Tom Krell, and Karen Samford
- 2) Bank of Ann Arbor Investment Fund Review – The Investment Fund, The Cemetery Funds, and McKay Trust transfer status was reviewed with Jena Agler, Trust Officer, Steve Seymour, Sr. Investment Officer and Michael Davidoff, our new and future investment advisor who will replace Steve Seymour who is retiring at the end of June. We have seen an excellent recovery since the losses at the end of 2018 which demonstrated the good resiliency of our conservative portfolios. The McKay transfers are in the early stages so there were no notable issues. BoAA is working to obtain various trust and tax documents in order to determine the appropriate method for distributions.
- 3) Review and Approval of previous minutes. *Approved minutes from March and April meetings*
- 4) Financial Review for last month – monthly reports delayed due to Betty's illness *Gains on investments this year are approx. \$65K which is good since Nov/Dec had large losses. The investment account has recovered from the 2018 losses*
- 5) Unbudgeted Funding Requests – None at this time
- 6) Leadership Council Update – Jeff, Karen and Tom reviewed the proposed FY2020 budget with LC to gain approval for presentation to the congregation. Leadership Council approved the proposed budget.
- 7) Phoenix Update – We initiated the approved loan for renovations with the last invoice from Phoenix Construction. The loan amount was \$76,099 as initiated on April 18. This was much less than the \$120,000 to \$150,000 loan approved by the congregation. Subsequently, Bethlehem received a large donation in late May which allowed the loan to be paid off. Subsequent funds collected as part of the capital campaign will be used to replenish the \$200,000 used from the Investment Fund to support the renovations
- 8) Audit – The audit has started and initial document collection has started. The audit is expected to be later than planned due to Betty's father passing, Betty's illness, and resignation of the Parish Administrator. .
- 9) Annual Report for FY2018 and FY2019 have been completed and submitted.
- 10) McKay Trusts – agreements have been signed and accepted by JP Morgan and Bank of Ann Arbor that will transfer the trustee responsibilities for the McKay Endowment and the McKay Scholarship Trusts to Bank of Ann Arbor. Trust Officers are working through transfer details – assets, taxes, etc. A major downsizing of the JP Morgan trust department is causing delays in the transfer.

11) 2020 Budget Plan has met all targets. The May 4th meeting with all Ministry teams was very enlightening to help in final budget decisions for the upcoming fiscal year.

- 1) All plans received and consolidated initial budget complete
- 2) May 4 Ministry Team review – collect input and adjust as needed
- 3) Prepare Budget for LC review on May 14 (LC Meeting) – expect a meeting to rationalize budget, vision and priorities
- 4) Congregation Meeting Presentation to Approve Budget – June 9
 - i. 2019 Results & Highlights - Jeff
 - ii. 2020 Budget – Karen / Jeff

12) Transition planning

- 1) Reconciliation *Ken asked Betty to start sending the reconciliation reports to Tom and Karen also*
- 2) Rental Task Force *Shannon is continuing as head of Task Force until their charge is wrapped up. Karen Samford will replace Ken Tappe on the task force*

13) Next Monthly Meeting Date – June 13th

FACILITIES MINISTRY TEAM – BETHLEHEM UCC
Meeting Minutes of 05/14/2019

Present: Steve Darr, Ron Dechert, John Irwin, Julie Rhodes, Tom Zieseemer

Absent: Rev. John Kennedy, Michelle Loukotka

The meeting was called to order at 4:00 pm.

Minutes of the April meeting were approved as emailed earlier; no corrections.

FINANCIAL REPORTS:

- a. Emergency repairs: The water heater was replaced at the parsonage for \$1650.
- b. M&R, M&G, Feldcamp: Unbudgeted Funding Request will be submitted to cover Precision Climate Service bills to repair boiler pipes and backflow preventer inspection.
- c. Reviewed Facilities Annual Report and discussed projects to prioritize for FY2019-20, including: Continue to replace windows (old music room in the basement), upgrade men's restroom across from the church office, paint the walls/ceiling located on the 5th Ave stairways, repair walls and paint the hallway by the elevator on the sanctuary level, repair wall of 4th Ave stairway by balcony.

OLD BUSINESS:

- a. The Rental Taskforce completed its recommendation for the building rental agreements and LC approved the new structure. Long-term rental fee contracts will be approved by LC following recommendation by Facilities.
- b. Expecting a quote from Allstar Alarm to add 2 cameras (basement, 2nd floor) and to install a buzzer system. Ron said LC will need recommendations.
- c. Church work day was held on May 11; general clean up, put out tables and chairs, did not mulch.
- d. The backflow preventer inspection required by the City was performed by Precision.
- e. Tom described photo project proposed by Sally Wetzal and Jeff Wortman to decorate the Fellowship Hall. Tom will get an estimate on the cost of the project.
- f. Discussed locating a sprinkler company to inspect and repair the sprinkler system connected the 4th Ave house. Daily Rain was suggested; John Irwin will contact.
- g. Tom discussed the need to recruit sextons to help with lock up on Sundays and for rental events; will make announcement to congregation.
- h. A carbon monoxide detector was purchased for the 4th Ave house.
- i. Discussed need to contact Grunwell Cashero Masonry to inspect the crumbling stone on the roof.
- j. Ron said that there will be a brief, one slide presentation of each annual report.

NEW BUSINESS:

- a. The paint on the 4th Ave house is showing wear in some areas and will require a new coat on the north side. The porch will need to be cleaned and painted. Plan for future expense.

- b. Suggestion that the room across from the men's restroom on the sanctuary level be used as a storeroom for items used in the sanctuary or related to worship.
- c. Ron suggested getting quotes on striping the area of the parking lot near the 5th Ave door (narrow point) to avoid congestion from idling cars.

The meeting adjourned at 5:35 pm.

NEXT MEETING: Tuesday June 11, at 4 pm.

Respectfully submitted,
Julie Rhodes

Education Ministry Team Minutes

May 1, 2019

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

Jane opened the meeting with prayer.

Graduation Sunday – Will be June 9, Julie, Jan, Jane Wanda and Nancy will help with the Oh the Places You'll Go!. We will have cake. Jan will get the cake, plates etc. Lily will get balloons.

Sunday School – Will have a picnic in the back yard on June 2. This will also be Teacher recognition Sunday. We would like to involve the youth in the service. Lily will ask Abby if she will play and sing. Jan will get food, plates, condiments etc. Karen will get some games from the Library and Kurt will help grill hotdogs.

Class Room Change - We will move the 2-7 class to the nursery. We hope to replace the toilet using endowment funds over the summer. Eileen suggested we do a clean-up of the nursery toys prior to the start of the new school year. Do not want to keep the rolling board, as it is can tip and is unsafe.

Summer Sunday School - Jane will touch base with Kelsey on when she will be here over the summer.

Budget -

- Want to stop ordering Pockets and Devo

- Want to keep the weekly children's bulletins

- Anticipating confirmation – Bibles could come out of M&G, may also need study guides.

- The class could have as many as 7 students. We will budget \$500.00

- No budget needed for Teacher Training

- Special programs, includes Advent Workshop, Halloween, Summer Picnic and Bibles for 3rd graders

- Kelsey's salary will come from Memorials & Gifts

EMT Members - Jane will ask Jill if she would like to come to the EMT Meetings.

Teacher Celebration - We will get together for teacher celebration on Sunday, June 30 after worship.

No June 5th Meeting

Submitted by Karen Samford

Member Care Meeting

5/22/19

3:30 pm

Attendees: Jenny Foster, Mary Jean Raab, Julie Seitz, Jacquie Katz

Absent: John Kennedy, Sue Buday and Judy Coucouvanis

Bi-Annual Membership Review Discussion

We read Article V Section 3 in the By-Laws: "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; support the spiritual welfare of the Church's membership and the community."

The By-Laws also state in Section 5, "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 members so identified to encourage their renewed participation in the life of the Church.** Should such effort 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.

Julie Seitz passed out a report from 2008 - present, showing three sets of graphs: Non-Attending members under 80 who give, Non-attending members under 80 who have not given and Non-attending members 80 and over.

We decided to start contacting members that were part of the group of non-attending members under who have not given. Julie will contact Samford to have her run the report from 2008 to present with names of members who have not have not been attending service or contributed \$. The report should include the date of their last contribution and the date they last attended a service. Julie will ask Karen to email a copy of the report to our committee. We will each evaluate the list to see if we have current information on that member and their desire to continue their membership. We will divide the list amongst our team to begin contacting the members on the list. We will also check to see if the office staff might be able to help make calls.

We also discussed checking in on new members to make sure they are engaged in worship and the life of the church. It is unclear to our team what is being done to assimilate these members. We will connect with Welcome to further investigate and implement a process if needed.

Bethlehem Friends

We discussed identifying seniors who cannot attend our services because they are homebound or in nursing care. Members that have support from family or a Bethlehem friend should be identified. If a member does not have support, we recommend pairing them with a BUCC member that is interested in this type of ministry. Support can be in the form of a phone call,

note, or visit. There is a need for a coordinator of this type of Ministry. We hoped to discuss this with Pastor Kennedy at this meeting, but he was not able to attend.

Care Card Ministry

Sue sent sympathy cards to Jan Leonard, the Rose family, the Goforth family, Sylvia Kalmbach family and to Patti and Chuck Judson. She also sent notes of concern to Jan Leonard, the Rose family, Jane Schneider, the Judson family and Karen Goforth.

Finally, she sent a get well note Carole Katz. It was suggested to send a note to Mars Alber regarding the loss of her friend Bev Hanselman. It would also be nice to have her remembered in the congregation's prayers at the next service. Jenny and June discussed it with Lily and she plans to address all that are grieving in the Sunday prayers this week.

Time and Talents

Jenny has continued to work on the survey with Donna. Donna created a sign up genius form and Jenny will edit the content to shorten the survey. Once she has made the edits, she will share it with the rest of the team and Leadership for approval.

Next Meeting June 26th at 3:30 pm.

Bethlehem UCC Welcome Ministry Minutes
May 22, 2019

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

Meeting was called to order at 5:10 PM.

- 1.) MOTION to approve the minutes of our April meeting was made with SUPPORT, MOTION CARRIED.
- 2.) Committee discussed and decided to proceed with placement of 1/8 page advertisement in the Ann Arbor City Guide for \$405.90. MOTION to approve the expenditure and SUPPORT was received and MOTION CARRIED.
- 3.) We also discussed and decided against the placement of advertising in the University Parent's Guide.
- 4.) Gary provided an update on the Budget Meeting he attended.
- 5.) We decided to proceed with establishing the Welcome Table at the corner of Lois's corner in the sanctuary. Kurt will investigate an identification "pop-up banner" to coordinate with the table drape to better identify the area.
- 6.) We discussed proposal to shift the expense for the additional pens purchased originally funded from the McKay Fund to the Welcome Special project fund. MOTION made and SUPPORT for a motion to deny the shift for now. MOTION CARRIED
- 7.) Pew Card Update – a draft from Designotype was reviewed along with proposed changes the printer suggested. We agreed to the changes they proposed. Kurt will communicate with Designotype to have the changes made and move forward with the printing.
- 8.) We discussed investigating social media advertising and to get ideas on how to pursue this for the church. Kurt will seek out C.J. Slotten to see if he would assist us with this endeavor.

Having no further business the meeting adjourned at 6:45 PM with the Lord's Prayer.

Respectfully submitted,

Kurt Schmerberg,

Welcome Ministry Chairperson

The **Outreach Ministry Team** did not have a formal meeting in May. However, the following activities took place:

- Outreach budgeted funds for the Jan - May 2019 period were distributed to Evangelical Homes of Michigan Foundation (Saline), Friends in Deed, and Habitat 4 Humanity of Huron Valley. Each organization received \$1,250. These agencies placed 4, 5, and 6 in our list from 2018.
- Volunteers worked at the Community Kitchen on Sunday, May 5th
- Volunteers signed up to prepare and deliver food for the next Alpha House dinner date on June 6th (Sue Muir helped set up a SignUp Genius email to simplify the task with great results)
- Fresh Produce Sunday for Food Gatherers on May 19th
- Peace Neighborhood Center after school volunteering on May 28th

Please let me know if you have any questions.

Sincerely,

Laura Seyfried, OMT lead

Bethlehem United Church of Christ
Youth and Young Adult Ministry Team Minutes
May 14, 2019

Present: Katie Rowan, Lily Tinker Fortel

Youth Group:

Mary Beth Tinker spoke about the arm band lawsuit and landmark Supreme Court decision that defined First Amendment rights of students in the U.S. public schools. She spoke of how her faith informed her participation in that action.

The next Board game night will be June 13.

The first Carrot Way service day will be June 15, 2-4 pm. We will recruit church wide for volunteers.

More painting is planned for the youth room.

Summer youth group will be twice per month with one barbecue and one outing per month.

Possible youth group volunteers were discussed for next year when Jesse will no longer be available.

Young Adult:

A Habitat trip planning meeting was held April 11. We will work in Flint June 16 - 20. Larissa will research campground possibilities. Vicki will do T-shirts. It was decided to go ahead with the cake auction on May 5 even though many in the group are unable to attend. Vicki, Katie and Crystal agreed to run the cake auction. We will recruit youth as "cake walkers" and 2 additional volunteers to run the bake sale. Crystal will auctioneer. Announcements in church will be made: April 14 - Vicki, April 21 - Lily, April 28 - Katie. Lily will make a to do list. Lily will invite Greg from Flint Habitat to speak on May 19 after church during coffee hour and to receive the check from our Lenten collection. We will also hold an informational meeting about the trip that day and hope to attract more participants.

An informational meeting for the Habitat trip was held after church on May 19. We selected Davison Outdoor Adventures campground since Carol has a membership and we can stay there for free. Vicki showed us the T-shirt design. It is cheaper if we order 25-30. Lily will advertise a single day work opportunity at the food bank on Monday for anyone in the congregation who would like to drive up. This year's cake auction/bake sale made approximately \$2300. Last year was about \$4000. Trip expenses last year were \$1044, of which \$540 was covered by participant fees. We also donated \$2500 to the local Flint organizations that we worked with. This year we will donate \$1000 to Habitat of Genesee County and \$1000 to the Food Bank of Eastern Michigan. Participant fee will be \$75 due by June 2. Send off will be Sunday June 16 at the 10 am service. We will gather at 9:45 in the sanctuary to put on T-shirts, and pack the vans after church. Katie and Vicki will drive and Crystal if needed. Everyone should pack a lunch. We decided no additional meetings are needed and we will check in with final details by email.

Lily and Katie will meet May 28 at 2:15 to assemble teacher appreciation gifts.

Next Youth and Young Adult meeting will be June 11 at 2:15.

Submitted by Katie Rowan