

**Leadership Council Meeting Minutes:  
June 27, 2019 6:00pm**

**Present:** John Samford - President, Judy Coucouvanis, - acting as secretary, Jim Rowan- Treasurer, Pat Huibregtse, Pam Rutledge, Pastor John Kennedy

**Absent:** Ron Dechert – Vice-President, Sue Wortman – Secretary

**Visitors:** Jenny Foster and Julie Seitz (Member Care Ministry Team), Eileen Koprowski, (Education Ministry Team) & Sally Wetzel

1. Meeting called to order by President John Samford at 6:02 pm who started the meeting with prayer.
2. Presentation by Eileen Koprowski to move the elementary Sunday school room into the nursery space on the first floor and place all students on the same floor in the combined classrooms.
  - a. Rationale: keep children and staff safe, increase opportunities for combined activities, better visibility to visitors, use more appealing space, siblings/family members will be in closer proximity
  - b. Moved by John to accept the proposal: motion approved
  - c. Any requests for additional funding will use the unbudgeted fund request form and process
3. Presentation by Sally Wetzel on “Proposal for Wall Art in Fellowship Hall”: See Attachment 1
  - a. Motion by Judy to approve the proposal and prepare unbudgeted fund request for \$2238.00: approved
  - b. John S will prepare unbudgeted fund request of \$2238.00 for Finance
  - c. The link for the images that were selected for Fellowship Hall: <https://www.flickr.com/gp/38810818@N05/t88631>
4. Presentations by Jenny Foster
  - a. Time & Talent Survey
    - i. Used Sign Up Genius and created on line survey with help of Donna and office staff
    - ii. Requires purchase of Sign Up Genius “gold plan” for better formatting/increased flexibility
    - iii. Paper survey copies will be available to those who might require one
    - iv. Member Care and office staff will distribute results to appropriate Ministry Team/Group
    - v. Approved Funding of Upgraded Sign Up Genius to be taken from administrative line item per Julie and Pastor John
  - b. Definition of membership
    - i. Reviewed/Discussed Bylaws Article V
    - ii. Historically BUCC has valued any participation/involvement in church life as indication of active membership
    - iii. Agreed that Member care has discretion in interpretation of by-laws
    - iv. Agreed that membership review would coincide with changed fiscal year: therefore the next review would include church participation from May, 2017 – May, 2019 of members ages 27-79 years
5. Approval of May Minutes
  - a. Council minutes approved via email by Council members present at May meeting
6. Annual Meeting Minutes
  - a. Approving Minutes by Committee

“If the assembly isn’t meeting again for a long time (if at all), such as in annual membership meetings or conventions of delegates, the process of approving the minutes is delegated to a special committee or an executive board. This practice produces an approved and legal record of the meeting shortly after the meeting closes but before memories of what occurred in the meeting fade.

<https://www.dummies.com/careers/business-skills/roberts-rules-for-approving-the-minutes/>

- b. Moved by Judy that Minutes for 2019 Congregational and Annual Meetings be approved: approved
  - c. Moved by Jim that LC will approve minutes from Congregational and Annual Meetings in future: approved
7. President’s Remarks (see Attachment 2)
- a. Welcome to new members: Jim Rowan, Pat Huibregtse, Pam Rutledge
8. Assigning Ministry Teams liaisons
- a. Education – **TBD**
  - b. Facilities – Ron Dechert
  - c. Finance – Jim Rowan (as Treasurer)
  - d. Fellowship – Pam Rutledge
  - e. Member Care – Judy Coucouvanis
  - f. Outreach – Sue Wortman
  - g. Welcome – Pat Huibregtse
  - h. Worship – John Samford
  - i. Youth & Young Adult – **TBD**
9. Re-authorize upgrading Men’s restroom across from office
- a. From Leadership Council minutes 4/9/19:  
“Facilities Ministry Team:  
Money has been approved for remodeling the men’s restroom across from the office, but the Facilities Ministry Team would like direction from Council regarding design and details.  
Leadership Council decided to postpone this project for a few months until the next fiscal year.”  
Motion from Ron Dechert via written communication to “authorize facilities to move forward with the previous plans and vision for the men’s bathroom with approval for the same amount.” Motion Approved
10. Facilities via Ron proposed a motion “Make our BUCC property smoke free beginning July 1, 2019”: Approved
11. Pastoral Evaluation
- a. Surveys continue to be completed
  - b. Ron is compiling results and will share with council when completed
  - c. Suggest that surveys be put on the web site and offered by ushers at church service
12. Compensation Policies: Reviewed By Ron as VP and his findings will be presented at July meeting
13. Oktoberfest Special Liquor License
- a. Moved by Pat Huibregtse and seconded by Jim Rowan that the application from BUCC for a special license to serve alcohol at Oktoberfest be recommended.
  - b. Aye: 5
  - c. Nay: 0
  - d. Abstain: 0
14. Report from Pastor John:
- a. Creating a confirmation class for fall: potential for 8 participants
  - b. Looking at Faith Formation opportunities for fall, possibly on Sunday

- c. Lily is Member in discernment, completing her 2 year requirements, discussion of LC recommending her for license as she completes her requirements.

### **Future Items**

1. Rental task force
  - a. Need photos to enhance web-page detailing rentals – volunteer?
  - b. Wedding destination (<http://www.montclairwedding.com/ceremony/>)
2. Task Force to look into BUCC membership definition in Bylaws
3. License for Lily- July
4. Compensation Policies- July
5. Nominations Committee Report- August
6. Pastoral Evaluation
7. Ministry Team Liaisons TBD

**Meeting closed with Lord's Prayer at 8:45PM**

**NEXT MEETING JULY 25 at 6:30 PM (note time change)**

**Respectfully submitted by Judith Coucouvanis, acting as Secretary**

#### **Attachment 1: Proposal for Wall Art in Fellowship Hall**

*"Nature is the one song of praise that never stop singing"* - Richard Rohr

Nature's song of praise will be brought to the new fellowship hall space through stunning scenes of nature in Michigan, photographed by Jeff Wortman. God's own art is captured in photographs illustrating the beauty of the earth and the glory of the skies. Reproduced on large canvas and accompanied by quotes from scripture, we are reminded that God writes the gospel on trees, flowers, clouds, and stars. What a wonderful way to brighten our space and be reminded that God's work is all around us!

Jeff has generously donated the images and we have found an excellent reasonable source to have them reproduced on large canvas. In addition, a 4x6 banner is planned for the large wall which currently features electrical outlets. This will serve to cover the outlets and add a pop of color (to be determined) to the space. The banner can be easily relocated to a different wall in the event a large screen monitor becomes a reality. A second smaller banner will be hung on the opposite wall to brighten the space. Each banner will have a biblical verse (to be determined) relating to God's presence in nature. Banners will be obtained after the canvases go up and will be purchased through [praisebanners.com](http://praisebanners.com) or [churchbanners.com](http://churchbanners.com).

Respectfully submitted,  
Sally Wetzel

Projected Cost:

	Qty	Price	Total
Canvas Prints			
40 x 60	3	296.79	890.37
24 x 36	11	63.59	699.48
16 x 24	1	47.69	47.69
Banners			
4' x 6'	1	400.00	400.00
2' x 6'	1	200.00	200.00
Total			2,237.54

**Attachment 2: President's Remarks**

- a. The "Vision Thing" (Leadership Council's charter in the Bylaws)  
Article VI Governance  
Section 2 Leadership Council  
B. Roles and Responsibilities
  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.
- b. See President's article in June Visitor on communication
- c. Please submit agenda items to me as soon as possible
- d. Prior to the meeting, peruse the agenda sent with meeting reminder and the monthly "packet" on website containing recent MT minutes
- e. Review draft minutes as soon as possible while memories are sharper
- f. Be a conduit between your Ministry Team and Leadership Council
- g. Watch for emails (sometimes a *lot*) between meetings on issues needing action
- h. Use BUCC's pre-defined email groups to accurately target your messages (kept up-to-date by the office staff) rather than your having to look up who's in a group  
[Elected Governing Members bucc.electedmembers@bethlehem-ucc.org](mailto:bucc.electedmembers@bethlehem-ucc.org)  
[Facilities Ministry Team bucc.facilities@bethlehem-ucc.org](mailto:bucc.facilities@bethlehem-ucc.org)  
[Fellowship Ministry Team bucc.fellowship@bethlehem-ucc.org](mailto:bucc.fellowship@bethlehem-ucc.org)  
[Finance Ministry Team bucc.finance@bethlehem-ucc.org](mailto:bucc.finance@bethlehem-ucc.org)  
[Leadership Council bucc.lc@bethlehem-ucc.org](mailto:bucc.lc@bethlehem-ucc.org)  
[Member Care Ministry Team bucc.membercare@bethlehem-ucc.org](mailto:bucc.membercare@bethlehem-ucc.org)  
[Ministry Team Chairs ministryteamchairs@bethlehem-ucc.org](mailto:ministryteamchairs@bethlehem-ucc.org)  
[Nominations Committee bucc.nominations@bethlehem-ucc.org](mailto:bucc.nominations@bethlehem-ucc.org)  
[ONA Committee bucc.ona@bethlehem-ucc.org](mailto:bucc.ona@bethlehem-ucc.org)  
[Outreach Ministry Team bucc.outreach@bethlehem-ucc.org](mailto:bucc.outreach@bethlehem-ucc.org)  
[Pastor Relations Committee bucc.search.committee@bethlehem-ucc.org](mailto:bucc.search.committee@bethlehem-ucc.org)  
[Rental Task Force rentaltaskforce@bethlehem-ucc.org](mailto:rentaltaskforce@bethlehem-ucc.org)  
[Staff bucc.staff@bethlehem-ucc.org](mailto:bucc.staff@bethlehem-ucc.org)  
[Welcome Ministry Team bucc.welcome@bethlehem-ucc.org](mailto:bucc.welcome@bethlehem-ucc.org)  
[Worship Ministry Team bucc.worship@bethlehem-ucc.org](mailto:bucc.worship@bethlehem-ucc.org)  
[Youth & Young Adult Ministry bucc.youth@bethlehem-ucc.org](mailto:bucc.youth@bethlehem-ucc.org)

**Finance Ministry Meeting Minutes**  
**June 13, 2019**

Present: Karen Samford-Chair, Tom Krell, Sue Muir, Jim Rowan

McKay Trusts (Endowment and Scholarship) are in the process of being transferred to Bank of Ann Arbor (BoAA). BoAA is working to obtain various trust and tax documents. The major downsizing of the JP Morgan trust department is causing delays in the transfer of funds.

The minutes of the May meeting were approved

We reviewed all of the Monthly Financial Reports which are provided by Betty Clark

An Unbudgeted Funding Request for the Habitat trip was approved by the previous Finance Team prior to the June 9<sup>th</sup> election.

The audit is still in process and should be completed soon.

Monthly task assignments: Investments – Tom Krell, Bank Reconciliation – Sue Muir, Operating Income and Expenses – Karen Samford

It was decided to move funds from the Investment Fund to the checking account to balance the year end.

The meeting was closed with the Lord's Prayer

Next Monthly Meeting Date – July 11<sup>th</sup>

Submitted by Karen Samford

**Facilities Ministry Team – Bethlehem UCC**  
**Meeting Minutes of 6/11/2019**

Present: John Irwin, Tom Ziesemer, Michelle Loukotka, Julie Rhodes, and Pastor John Kennedy

Absent: Ron Dechert

The meeting was called to order at 3:55.

Minutes of the 5/14/2019 meeting were accepted as printed.

**FINANCIAL REPORTS:**

- a. The payment of \$1,650.00 to Hutzel for the new water heater at the parsonage was moved from M&R to Emergency Repairs.
- b. The payment of \$718.52 to Precision for the boiler repairs was moved to Feldkamp.

**OLD BUSINESS:**

- a. All Star's proposal to add intercom, cameras and buzzer system to the 5<sup>th</sup> Ave. entrance and a separate system for Groundcover was \$4,000-\$4,500 each. If we added 2 cameras in the basement, it would be necessary to purchase a new DVR receiver with 8 channels. This is on hold until we investigate being able to lock the doors to each level as an alternative solution to the problem.
- b. Daily Rain replaced the Febco valve, repaired the pop-up valves and ran through the zones of the sprinkler system for \$204.15. They will be back on 6/18/2019 to repair the leaks.
- c. Grunwell Cashero inspected the roof from the ground and the bell tower; they did see the problem in the SE corner of the sanctuary. They will send an estimate to have someone walk the roof for a detailed inspection. If we choose to have that inspection done, we will wait to repair and repaint the wall outside the gym until it has been done. No additional water damage has occurred during the recent rains. In the interim we will scrape the peeling paint off that wall.
- d. Our contract with Schindler Elevator runs until 2031 and includes a 4.5% increase per year. We chose to extend the contract for 5 years and pay \$35.00 per month rather than pay \$50.00 per month now through 2031.
- e. We will buy 30" traffic cones and affix signs "No standing or Parking". These will be placed in the "neck" of the parking lots to address the issue of parents parking in a line through the lots during pick-up for the AAYC. We have secured permission from the city for them to park on 4<sup>th</sup> and 5<sup>th</sup> Avenue during that time.
- f. The Facilities Team agrees with Education Ministry to move the Sunday school room to the current crib room. Per Ron Dechert's email we will wait for LC to ok the project prior to undertaking replacement of the toilet.
- g. Julie sent a contract in response to the American Organ Guild to rent the sanctuary for 5 days next year for lessons and a recital. This was at the student recital rate. The Aeolian Guild has requested use of the sanctuary on 8/25/2019; Julie will send them a contract as well.
- h. Following the latest back-up in the basement bathroom we are waiting for Roto-Rooter recommended reaming the pipe to the street and inserting a sleeve. They will send a report about the camera inspection they did last year. We will wait for that report before making a decision.
- i. Regarding possible Capital Projects we will investigate getting started on the Men's Room in the 5<sup>th</sup> Avenue first floor hall. We will also consider installing new windows in more basement rooms.

- j. Pastor John is meeting this Friday with Jeff Wortman and Sally Wetzel about adding some decorations to the Fellowship Hall.

**NEW BUSINESS:**

- a. Pastor John informed us that the attic fan in the parsonage still needs to be connected to the power. The wiring is already there.
- b. The gutters on the front of the garage and bowed in the middle. The gutters on the back of the house have pulled away from the side.
- c. MasterTech is scheduled to repair the refrigerator door.

The meeting adjourned at 5:15 pm.

**NEXT MEETING:** Tuesday July 9, 4 pm.

Respectfully submitted,  
Michelle Loukotka

## **Education Ministry Team Minutes June 17, 2019**

Present: Eileen Koprowski-chair, Jan Eadie, Julie Feldkamp, Nancy Pieske, Karen Samford, Jane Schmerberg, and Wanda Modica  
Jena Agler, Bank of Ann Arbor McKay Scholarship Trustee

### **McKay Scholarship**

The administrative rules to be sent to Bank of Ann Arbor for approval by the Trustee are:

The Howard E. and Florence L. McKay Scholarship Trust is available to applicants who are deserving through their:

- Church membership
- Church and/or community involvement
- Full time enrollment in an accredited college or university

Items to change on the scholarship application:

- Remove references to seminary as it would have to be associated with an accredited college or university to qualify.
- Indicate transcript is to be provided to prove full time attendance the prior year.
- Make clear when print out of enrolled classes is needed for freshmen.
- Remove request for references.
- Change due date depending on BoAA's needs
- Add "to allow time for processing" to due date.

Karen will send the administrative rules to Jena at BoAA and check with her to see how much time is needed following receipt of our scholarship awards.

Karen will make sure Julie Rhodes realizes it is her responsibility to obtain the address where the checks are to be sent, contacting the approved applicants if necessary.

**EMT Membership** - Christina Wilk will join EMT. Eileen will let her know we meet on the first Wed of each month.

**Sunday School** - Karen will get Eileen on the agenda for the next Leadership Council meeting (June 27<sup>th</sup>) to talk about moving the Sunday school class, which now meets in the basement, to the first floor.

Karen will have Donna change "6<sup>th</sup> grade" to "7<sup>th</sup> grade" in the bulletin.

**Team Breakfast** – EMT team members will meet at Jefferson Market after church on June 30<sup>th</sup> for an informal get-together.

**The meeting was closed with the Lord's Prayer.**

**Next meeting is 6:00, July 3<sup>rd</sup>.**

**Submitted by Karen Samford**

## Member Care Meeting June 26, 2019

Attendees: Jenny Foster, Mary Jean Raab, Julie Seitz

Absent: Sue Buday, Jacquie Katz and Judy Coucouvanis

### 1. EVH Faith based nurse program update -

Mary Jean recently attended a meeting regarding the pilot program for the Faith Based Nursing Program. Three churches are involved in a 6 month pilot which started in May; Salem in Farmington Hills, St. Paul's in Warren, MI and Clinton UCC. Nancy Squires is the program coordinator. Each of these churches have presentations planned. Upcoming or recent topics include Aging in Place, Identifying Dementia and Elder Law.

Mary Jean passed out copies of an Emergency Preparedness Toolkit for Faith-Based Organizations. We will pass the information on to Michelle Loukotka, Chair of the Facilities Team, since it is our understanding that the team has been charged with putting a plan in place for our church. Julie will check with Denise Bechard on whether the Emergency Preparedness training is available through SJMH. Julie asked whether Mary Jean could get a copy of the survey results from churches that participated in the Faith based nursing program survey. Mary Jean will also find out who the Elder Law presenter is at Clinton UCC.

### 2. Prayer Chain -

Julie discussed options with Dindy to distinguish the members from non-members on the prayer chain list. Dindy agreed to update the prayer chain document with non-members in gray type.

### 3. Time and Talent update-

A draft of Sign up genius survey is being presented to Leadership Council on Thursday, 6/27/19. The link is <https://www.signupgenius.com/go/20f0849a9a72ba4f49-sharing>. The survey has been shortened significantly so that the list of options is more generalized. Jenny is also asking for permission to upgrade the current sign up genius plan from a free plan to the Silver plan (\$100/year). The upgraded plan will allow for more customization of the survey with improved formatting.

### 4. Biannual Membership Review -

We reviewed new reports provided by Karen Samford. The data is formatted so that we can easily identify members that will be targeted with calls or letters. Jenny and Julie will ask for clarification on the By-Laws as they pertain to the membership roll review at the Leadership Council meeting.

Next Meeting: 7/24/19 at 3:30 pm