

Leadership Council Meeting: April 9, 2019 6:30pm

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

Absent: Julie Feldkamp, Judy Coucouvanis

Visitors: Karen Samford and Jeff Wortman from Finance Ministry Team

Addendum to minutes:

The following motion was made by John Samford and passed by a majority of votes by members of Leadership Council via email after our March meeting but before our April Leadership Council meeting. This vote was taken via email between March 30 and April 1:

Since JP Morgan informed Finance Ministries it will be resigning as Trustee of the McKay Scholarship fund, Leadership Council moves that Finance Ministry Team pursues changing the Florence K. McKay Trust as well as the McKay Scholarship Trust so that both of these trust will be managed by Bank of Ann Arbor.

- Leadership Council minutes for the 3/12/19 meeting were amended to include Shannon O'Reilly as present then passed.
- **Reports from Ministry Team liaisons**
 - Member Care has not completed the Time & Talent Survey. The survey will be ready to be shared with LC at a subsequent meeting.
 - Worship & Education Ministry teams held a joint meeting
 - There was discussion regarding moving the early service from 8:30AM to 8:15AM on Sundays.
 - LC needs to determine if this move supports our vision for ministry teams and for the future of Bethlehem
 - There was discussion on how LC can designate more time for visioning in order to set goals for the future. No decisions were made.
 - Finance Ministry
 - There was discussion and clarification regarding moving the two McKay trusts from JP Morgan (JPM) to Bank of Ann Arbor. Finance felt it would be best to have both of the McKay trusts assigned to the same bank and JPM agreed to move both trusts to Bank of Ann Arbor.
 - Leadership Council agreed decisions like this were not necessary to bring before the council for their approval in the future. They could be handled by Finance Ministry Team.
 - A resolution authorizing Karen Samford and Tom Krell to direct Bank of Ann Arbor regarding our investment account was passed. This will become effective following our Annual Meeting on June 9.

- Facilities Ministry Team
 - Final Phoenix statement has been received for the Fellowship Hall remodel.
 - 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.
- **Task Force Updates**
 - Building Rental Task Force - Shannon
 - Shannon distributed a rental pricing list for short-term/one-off rentals for LC approval so that these can go into effect June 1, 2019.
 - The rental rates presented were approved by LC
 - This taskforce is working on a rental booklet which can be downloadable from the church website, showing rates.
 - Shannon's term on LC will be ending at the end of this fiscal year but Shannon offered to continue to lead this task force even after her term is finished.
 - Pastor Evaluation Task Force - Ron
 - Ron shared his draft of an updated Pastor evaluation. LC approved Ron's work and were encouraged by Ron to submit any suggestions or additions to him regarding the evaluation so this can be finalized by our June meeting.
 - Employee handbook & compensation for non-clergy church staff – Ron
 - Discussions on these 2 topics were postponed for a future meeting
- **Pastor John's Report**
 - Leadership Council approved the hiring of Julie Rhodes as Parish Administrator
 - Ron Dechert offered to help Pastor John with updating our staff handbook and with other staff issues. It is important to be consistent with benefits and other staff issues across all staff members. Updates will come back to Leadership Council.
 - Pastor John will be taking vacation the week after Easter
 - Seven more people are interested in becoming members of the church.
 - The Homecoming celebration was a great success. More than 200 people attended. There will be photos and thanks in the upcoming Visitor.
 - There was discussion about parking issues at the church, especially when Ann Arbor Youth Chorale rehearses. Ron offered to meet with the AAYC leadership on how backups could be alleviated.
- **2020 Budget**
 - Kurt & Jane Schmerberg have agreed to lead both the Capital Campaign and the Stewardship Campaign.

- Finance Ministry Team proposed a budget timeline. (See attachment)
- The next Leadership Council meeting scheduled for May 14 will be devoted to working on the fiscal year 2020 budget

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

Minutes for this meeting are submitted by Sue Wortman, Secretary

Attachment:

2020 Budget Timeline proposed by Finance Ministry Team

- 1) Distribute request for team budgets on Apr 1.
 - 2) Team budgets returned Apr 22
 - 3) Finance Consolidates submitted Budgets and prepares to lead budget review meeting
 - 4) Budget Review meeting with ministry teams – 5/4 (4 hr meeting with LC & Ministry Teams)
 - 5) Finance reconsolidates budgets with changes from May 4 meeting
 - 6) Leadership Spending Decisions and Priority Setting - May 14 meeting as a first review and 1 additional meeting – look at costs drawn out from our monthly meeting but there will be additional decisions to make and a need for an additional meeting
 - 7) Finance finalizes the Budget and Presentation for LC Approval and Congregation Meeting
 - 8) Congregation Meeting to Approve Budget – June 9 – has to be before June 15 according to the by-laws
- Have annual reports available by the June 9 meeting – what lead time?
 - Every ministry team would be asked to have 1 slide – 3 to 5 points to present to save time
 - Be aware that the annual meeting is an open meeting where any member can bring up any proposal

Finance Ministry Meeting Minutes – March 14, 2019

1. Call to Order 7:05 pm, Attendees: Ken Tappe, Tom Krell, Shannon O'Reilly, Jeff Wortman, John Kennedy
2. Review and Approval of previous minutes. – February Minutes approved
3. Financial Review for last month
 - a) Early in the fiscal year, everything appears to be in order, doing better than plan overall
 - b) Discussed increasing reports to ministry teams to include M&G and Investment Report in some cases so that all teams remain aware of funds available in their area. Will review reporting requirement with Betty. This specifically relates to Outreach, and Facilities which should see the Investment Funds report. All teams should see the M&G report
 - c) Need to move \$50K from Investment Fund to cover current 25K shortfall and cover some/all of FY19. Jeff to make the transfer with BoAA
 - d) The Investment Fund has started an excellent recovery after dropping \$50,000 in December
4. Unbudgeted Funding Requests – None at this time
5. Phoenix Update It appears that the loan required to cover the final balance on the renovations will be approximately \$80,000 based on current estimates. This would be a \$40,000++ reduction from the loan target of \$120,000 - \$150,000 approved by the congregation. We are awaiting the final bill for the renovations.
6. Request from Cemetery Board to reduce office support expense – Jeff completed a reassessment and issued a letter to justify the current levels. Cemetery Board agrees that no change is needed.
7. Audit – this will start in early April
 - a) *Signed off on audit which will start with beginning meeting with Betty on April 8*
8. McKay Trusts – JP Morgan is resigning as Trustee of the Scholarship Fund
 - a) Preliminary discussions with attorney at BoAA is raising questions and understanding about trusts with Bethlehem as beneficiary that had not been considered historically. FMT and its predecessors have been told by JP Morgan to stay hands off getting involved with the McKay trusts. We are now learning that Bethlehem as the sole beneficiary should be exercising more oversight of both Trusts to insure the McKay wishes are followed. *Statements are being sent to Bethlehem, but FMT has no idea where they are or who is getting them. We will investigate and start following this more closely. Statements are coming into the office and being filed?*
 - b) *Most likely Bank of Ann Arbor will become the new trustee for the McKay Scholarship trust*
 - c) *FMT is also evaluating options with regard to JPM as the trustee of the McKay Endowment.*
9. Leadership Council Update – no meeting *Mary Cantor has left her position, LC proposed to close the office on Mondays, only open Tues-Fri and 2 person coverage plus volunteer each day. Also ask A2 police department to come in evaluate security weaknesses in out building*
10. Budget plan – Jeff will work with Karen and Tom to build the 2020 budget. Betty has been a great resource to start gathering info. Ministry teams will provide their budget requests. We will need admin info from the office and personnel compensation plans from Pastor John. We will ask Betty to

*distribute the budget spreadsheets to Ministry teams by the first week in April with teams having budgets filled out and returned by April 22. All ministry team presentation of budget requests will be Saturday May 4. Congregational meeting to approve budget is June 9. **Will talk with Leadership Council about the Stewardship Campaign as this is required before the budget is approved by the congregation.***

11. We will invite our investment fund team from Bank of Ann Arbor to come to our next meeting for an annual review of the investment fund. Update: Due to vacation conflicts Bank of Ann Arbor will come to the May meeting.
12. Next Monthly Meeting Date – April 11, 2019
13. Adjourn 8:20 pm

Finance Ministry Meeting Minutes – April 11, 2019

1. Call to Order – Attendees: Ken Tappe, Tom Krell, Karen Samford, Shannon O'Reilly, Jeff Wortman and John Kennedy (by phone)
2. Review and Approval of previous minutes. – March minutes need to be completed
3. Financial Review for last month
 - a) Transferred \$50,000 from Investment Fund to general checking account mostly to cover the operating budget for FY19, \$3750 of which comes from Hutzler fund for Outreach Deficit has improved (reduced) over the last month. Offerings are ahead of normal and utilities are better this year than last. We need to review McKay trust- spending in the community benevolence fund? Ink pens for welcome came out of this fund and may not be appropriate
4. Unbudgeted Funding Requests – None at this time
5. Leadership Council Update LC approved Karen and Tom to direct BOAA regarding our investments starting next fiscal year. Jane & Kurt Schmerberg are going to head up the Stewardship and Capital Campaigns, Talked about the Congregational meeting on June 9, Rental Task Force presented a rental price list that was approved by LC and will go into effect on June 1st, Reviewed budget schedule
6. Phoenix Update – Last Invoiced Just Received, time to initiate the loan. Project came in lower than original bid. Did not use approx. \$24K in contingency funds. Final loan amount is \$78,154.00 and we still expect another \$11K to come in from pledges. **Capital Campaign needs more exposure to address the loan the congregation agreed to cover**
7. Audit – has started, onsite this week and again at the end of the month, some document requests are being addressed with some difficulty due to parish administrator turnover.
8. Establishing a practice and process where all outside monthly and annual financial statements are addressed to Parish Administrator, Bethlehem UCC. The Parish administrator would maintain a file of all statements. We need to avoid any financial institution adding a specific name so that the office always has the document, and is responsible for the document
9. McKay Trusts – JP Morgan has agreed to resign as trustee of both trusts with Bank of Ann Arbor agreeing to be trustee of both trusts (Scholarship and Endowment)
 - a) Awaiting assignment of a JP Morgan trust officer next week to work on details of the transfer with Jena Agler of BoAA
 - b) Jena Agler will review trust documents and consult the trust attorney to establish requirements on BUCC as the beneficiary. Specific needs are for things like the criteria for scholarship selection, etc. Overall Bethlehem needs to be able to document compliance with the wishes of the McKay trust as outlined in the trusts.
 - c) **Net financial impact from adding trusts to BoAA accounts will results in increased benefits of \$10,500 overall on an annual basis** - \$650 to Investment fund, \$650 to cemetery funds, and over \$9000 in increased benefits to benefactors of the McKay trust income.
 - d) We have learned that Bethlehem can and should take on a more fiduciary role in looking after the McKay trusts – nobody else is acting in that capacity other than the banks. This will be easier with Bank of Ann Arbor.

- e) Finance should investigate the Feldkamp Trust in light of these recent McKay developments.
- f) Expect a transition for the McKay trusts over the next two months

10. 2020 Budget Plan Review

- a) Distribute request for team budgets on Apr 1. (completed)
- b) Team budgets returned Apr 22
- c) Finance Consolidates submitted Budgets and prepares to lead budget review meeting
- d) Budget Review meeting with all ministry teams – May 4
- e) Finance reconsolidates budgets with changes from May 4 meeting
- f) Leadership Spending Decisions and Priority Setting - May 14 to June 1 (2 meetings)
- g) Finance finalizes the Budget and Presentation for LC Approval and Congregation Meeting
- h) Congregation Meeting to Approve Budget – June 9

11. Transition planning

- a) Reconciliation *Tom and Karen will both learn this from Ken and then determine who will be responsible for this.*
- b) Rental Task Force *OPEN Item*

12. Investment Account review with Bank of Ann Arbor next month confirmed with BoAA.

13. Next Monthly Meeting Date – May 9, 2019

14. Adjourn *8:43pm*

FACILITIES MINISTRY TEAM – BETHLEHEM UCC
Meeting Minutes of April 9, 2019

Present: Steve Darr, John Irwin, Ron Dechert, Michelle Loukotka, Rev. John Kennedy, and Julie Rhodes
[new parish administrator]

Absent: Tom Zieseemer

The meeting was called to order at 3:45 pm.

Minutes of the March meeting were accepted as emailed earlier.

FINANCIAL REPORTS:

There were no substantial payments made from our funds. The FH sound system was paid for by McKay funds.

OLD BUSINESS:

Ron is taking the final bill from Phoenix to LC tonight for approval to pay.

John I. has not heard from the insurance agent as to whether the FH improvements will make any difference in our premium.

John I. reported that our recommendations for the Men's 5th Ave. improvements have been submitted to LC.

We need to find someone to wrap the pipes under Lily's kitchen to avoid having them freeze as they did earlier this year.

Tom and John I. walked through the building with Chuck Judson as the first step in evaluating the safety of the building as LC requested.

Donna and Tom reviewed upcoming rental contracts. Donna has those that need to be signed. LC approved Ron to be the contact person for AAYC. Donna sent the contracts for AAYC to Jamie.

Shannon O'Reilly will forward recommendations for rental fee adjustments from the Rental Task Force's March 20th meeting to LC. They recommend that these changes take effect June 1st. Amy [from Reinhart Realty] emailed Shannon that she felt BUCC should look for other options for renting space. Shannon feels it is due to a lack of interest on Amy's part. The cost of upgrading the basement rooms and the restrooms on that level is substantial. We are probably not ready to undertake those at this time.

John I. recommended that we lock in the current gas price with Constellation. Our current contract ends on July 31st. Facilities agreed; John will follow through.

We approved that Brad [from the cemetery] should cut the grass at the church and the parsonage as he did last year. We will take care of the mulch ourselves. Steve will ask his wife, Martha, to give us recommendations about the mulching.

Steve will provide a proposal to repair the plaster and paint the area outside the elevator on the sanctuary level. He suggested that putting blinds in the office window in that area would be more cost efficient than replacing the window with drywall.

Jim Stadel repaired a toilet valve in the 2nd floor women's room.

Lance [Precision] plans to repair the pipe behind the boiler this week.

Facilities will schedule a work day May 11th to clean up the plant beds and lawn prior to planting the flowers from Mother's Day.

Steve had the doors at the 4th Avenue canopy entrance adjusted to insure that they lock properly.

Butcher and Butcher sealed the area above the 4th Avenue canopy; we need to monitor the wall in the gym landing area before it is repaired and painted.

Butcher and Butcher has not supplied the name of a company to fix the crumbling stone above that entrance as promised.

Brad is looking for a company to repair the sprinkling system on the south sanctuary lawn area.

NEW BUSINESS:

We are uncertain when John Roche's contract for the gym rental ends and whether he intends to renew for another year.

The meeting adjourned at 4:51 pm.

NEXT MEETING: Tuesday May 14th, at 4 pm.

Respectfully submitted,
Michelle Loukotka

Education Ministry Team Minutes April 3, 2019

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

Lily opened the meeting with prayer.

Lenten Mission Projects –

Stoves for Guatemala – Currently we have \$1,710.76. This includes \$443.01 from the St Patrick's Day cookie sale. All the cookies sold and the kids had a good time frosting and selling. We will wait to do Stone Soup until a later time.

Genesee County Habitat for Humanity – A few houses have been turned in for a current total of \$142.15. The houses are to come in on Easter Sunday.

Graduation Sunday – Will be June 9

Sunday School –

End of year picnic – Following our meeting the date of the picnic was moved from June 9 to June 2nd due to the Annual Congregational Meeting - We picked the games we hope to be able to borrow from the Library.

We will change the one room class from grades 2-6 to 2-7 next year. This class will most likely move to the current Nursery area next year as it is the only one on the lower level. We will move nursery items from the Nursery to the Pre-school room.

Lily asked about the current curriculum, "Whole People of God". The teachers like the fact it has different activities etc. for different ages so they can pick what works for them. They are willing to look at something different. Lily will come back with some alternatives.

McKay Scholarship – The application for the 2019-2020 school year is on the web site. The Bank of Ann Arbor is taking over trusteeship of the McKay funds and needs to have our criteria for awarding scholarships on file.

Education Budget for June 2019 to May 2020 – The Budget Meeting is May 4 and Eileen will be attending for our team.

The meeting was closed with the Lord's Prayer.

Following the meeting we created an activity area in Fellowship hall for young children. We moved a table from the Nursery to the Fellowship Hall, along with a cart of activities including crayons, markers, paper, games and toys.

Next meeting is May 1st.

Submitted by Karen Samford

Member Care Meeting Minutes April 8, 2019

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

Recap of Homecoming event.

Jenny took the guest book home from the event and scanned the sign-in pages. She sent them to the Member Care and Welcome Ministry teams. We discussed how we might follow-up with people who attended.

Mary Jean suggested that we send a note to all member households and give them a special magnet or one of the BUCC pens that were recently purchased (we were under the impression that the pens were ordered for giveaways for the event). She felt that sending something to everyone, instead of slicing and dicing the member list, would make everyone feel connected to the Homecoming event. If we send something to some members and not all, we would risk creating ill will.

Jacquie brought up the point that some people might feel harassed if we send a note to everyone because they may feel done with the church and we keep reaching out to them.

In reviewing the guest book, we found names of some of the people we personally contacted. Jenny will ask the office for a copy of the pew pad attendance sheets so that we can see if anyone signed those and not the guest book.

We will share our feedback with the Welcome team to determine next steps.

Overall, we felt the event went really well and we were happy with the participation.

Some observations from the event that came up were:

- 1) Our Guests of Honor should have been directed to go through the food line first. (Orval, Ruth and Campbell). It would have been a good idea to assign a host to them so they could be escorted and cared for. We need to keep this in mind for future events where we have a guest of honor.
- 2) Photography is needed, but needs to be more discreet so that it does not take away from the event.
- 3) Calling certain people forward for thanks and acknowledgements can create chances for people to get missed.
- 4) It was hard to hear Orval through the sound system.

Member Care Budget

For the current budget cycle, we set aside some money for Easter goodie bags for shut-ins. Due to time constraints, we decided not to purchase and distribute them.

We spent approximately \$200 of our \$500 budget for the first 5 months of this year. The group decided to give Panera gift cards to the panelists from the March presentation. Jenny will purchase (3) \$20 gift card to Panera for the Panelists and give to Julie to distribute.

We discussed the budget for the upcoming fiscal year and things we want to do where we need to budget funds.

- We plan to distribute Christmas goodie bags in December so we will allocate funds for them.
- Julie suggested a book and movie called "Being Mortal." It is written by a physician and would be a good book for a book club and/or movie night. We could have a discussion with refreshments. We need to determine who is the targeted audience and when is the best time to host it. Julie knows a doctor who could moderate the discussion. She would not need to be paid but we would provide a meal for her.
- Stop the Bleed training. There is no cost but we may want to purchase tourniquets for the church. This is really a topic to discuss with Leadership Council as well as an emergency preparedness plan.
- I'm Prepared - possible presentation. Group use building and not pay.
- ALICE for churches. Is there a cost for this?
- Jenny asked the team to submit any budget ideas to her by April 19th.

Bethlehem Friends

Mary Jean talked to Vicki Hoxie about the status of Bethlehem Friends and her continued interest with the group. Vicki expressed the need for training and coordination of visits. She is still interested in keeping this group going.

Other members of the group felt that past meetings were not purposeful - they just discussed who visited whom. Some people did not want to go on visits by themselves, but it was hard to coordinate schedules.

Julie suggested that we need to identify those homebound members who currently have someone from church in contact with them, who are not family members, and those who do not have anyone.

We decided that a meeting is needed between Member Care, Vicki H. and Pastor Kennedy. Jenny will check to see who from Member Care would like to join this discussion and then we will schedule a meeting.

Care Meal update

Jacque has offered lots of meals and has had no takers yet. Jenny will ask Donna to put information regarding care meals in the upcoming Visitor.

Our meeting adjourned at 5:30 pm and we closed with the Lord's Prayer.

Submitted By,
Jenny Foster

Bethlehem UCC Welcome Ministry Minutes

April 15, 2019

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

Meeting was called to order at 5:05 PM.

- 1) MOTION to approve the minutes of our March meeting was made with SUPPORT, MOTION CARRIED.
- 2) Replacement of Media Player in Fellowship Hall. Kurt spoke with Costa regarding our options for this system and the possibility of upgrading. Costa's recommendation was to replace the current mechanism until we needed a more advanced system. The committee felt we should further examine our options and see when our subscription expires with DoPublicity and if the current monitor in Fellowship Hall would be needed if a larger one is going to be installed. Perhaps we could move this system to the Lounge. Kurt will discuss options with Donna and the facility team. We agreed to fund the replacement equipment from our budget if needed.
- 3) Pew Card Update – Kurt has everything needed to forward draft to the printer. He will forward a final draft to all everyone prior to sending to printer for one final review.
- 4) Welcome Table in Sanctuary – We discussed having a six foot banquet table available in the Sanctuary for every Sunday to distribute our Welcome Packets and pretzels to first time members. The location at the center aisle near Lois' corner seemed to work well at the Home Coming worship service. We will work with worship to determine the best location and request instructions for first time members to visit the table after the service are placed in the bulletin before the benediction. We also discussed purchasing an additional pop-up flag type marker to put up to identify the Welcome table to visitors.
- 5) Budget for 2019-2020 – The committee discussed plans for the next fiscal year. Were reviewed our planned and actual expenses and determined a budget request of \$6550 would be made to the Finance Ministry for FY 2019-2020.
- 6) Review of the Home Coming event. Committee was pleased with the turnout at worship and thought the brunch was excellent. We will fund the entire cost of the ham from our budget. We will work with Member Care to determine if the special invitations and calls were beneficial in getting folks to return.
- 7) Other Business: We discussed a fall special event. It might be better to team with fellowship to expand the Octoberfest celebration rather than create a new event. We could also have tent in the rear yard or use the Gym to expand to a larger audience. We have the summer period to plan for this event.

Having no further business the meeting adjourned at 6:27 PM with the Lord's Prayer.

Respectfully submitted,

Kurt Schmerberg,

Welcome Ministry Chairperson

**Bethlehem United Church of Christ
Youth and Young Adult Ministry Team Minutes
April 16, 2019**

Present: Katie Rowan, Lily Tinker Fortel

We assembled Easter baskets to be distributed to children and youth during worship on Easter Sunday.