

FACILITIES MINISTRY TEAM – BETHLEHEM UCC
Meeting Minutes of 8/13/2019

Present: Tom Ziesemer, John Irwin, Michelle Loukotka, Ron Dechert, Julie Rhodes

Absent: Pastor John Kennedy

The meeting was called to order at 4:03 pm

Minutes of the 7/16/2019 meeting were accepted as printed.

FINANCIAL REPORTS:

- a. Limited Financial Reports were available today.
- b. Monday, August 12, Schindler Elevator Service did the new 6-month inspection mandated by the State; everything was OK.
- c. We are still awaiting information from the Finance Team designating from which fund the costs for the Men's Room remodel in the 5th Avenue hall will be paid.
- d. Julie will contact Constellation for a better understanding of our gas bill.

OLD BUSINESS:

- a. Tom will rework the list of responsibilities for the openers/closers to include Michelle's suggestion to include closing the narthex entrances to the sanctuary and the balcony to reduce the load on the A/C units in the sanctuary during the week.
- b. Michelle suggested the cement urn at the 5th Ave. door used for disposal of cigarettes be repurposed. Tom advised that it is needed in the event someone needs to extinguish a cigarette.
- c. Tom will talk to Steve Darr again about getting the threshold on the new south door exiting the FH.
- d. Matt Miller submitted a bid to paint the exterior doors to the narthexes that we approved. We will ask him to also strip and repaint the single door at the 4th Ave. canopy entrance that leads into the hallway to the Sunday school room.
- e. The soap dispenser in the Women's Room at the 4th Ave. entrance is missing. John I. reported he saw one in the basement when he took the one from the 5th Ave. Men's room down to store it. Jim Stadel has been asked to see if it can be reinstalled.
- f. The new parking cones are ready for use when AAYC resumes rehearsals in September. We will monitor the drop off & pick up times the first day. Ron has discussed the parking/standing arrangements with them again and asked them to communicate with the parents.
- g. The bathroom changes in the new Sunday school room are complete except for moving the paper towel holder. Jim Stadel will do that.
- h. Julie suggested possibly moving some of the Administrative storage files and the Archives storage into the room next to Groundcover. This will be more comfortable space for anyone needing to access these items and will be a more environmentally-controlled space to better protect these documents. We will look into this further at our September meeting and draft a proposal to send to LC.

- i. John I. reported that the 5th Ave. Men's room may be functional in 2 more weeks and should be finished in 4 more weeks.
- j. Tom and John I. will meet with Julie, Donna and Lily to discuss what measures they feel are necessary for them to feel safe when they are in the office. Based on that meeting Tom and John will compile a list of the simplest steps that have, or can be, undertaken to increase security in the building. They will also include more complex things that can be done and include any preliminary information about the cost of these changes that they have researched. This will go to LC for their consideration and direction.
- k. Tom will have a new "One Way" sign made for the 5th Ave. exit. The current one is faded and frequently drivers either don't see it or choose to ignore it.
- l. Tom is setting up a meeting with George Frisch [former owner of Butcher & Butcher] to discuss the Grunwell-Cashero repair proposal for the roof. We will request that Bob Loukotka attend this meeting as well.

NEW BUSINESS:

- a. Tom is shopping for new dehumidifiers for the basement—2 of the 3 we have do not work. We plan to install these in places where we can connect a hose and have them empty into a drain.
- b. John I. pointed out that we need to continue to investigate:
 - 1) repairs for Lily's porch deck and the cement steps
 - 2) adequate insulation for her kitchen plumbing to avoid frozen pipes this winter
 - 3) determine what the problem is with the gutters on the back of the parsonage.

The meeting adjourned at 5:02 pm.

NEXT MEETING: Tuesday, September 10th at 4 pm.

Respectfully submitted,
Michelle Loukotka

EDUCATION MINISTRY TEAM MINUTES

August 7, 2019

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

Eileen opened with prayer.

Sunday School Rooms – The team got a lot done on Sunday. There is more to be moved. The bathroom renovation is complete with a new standard height toilet and a new sink vanity. There are still some things needed – a white board, tack strip, etc.

High School Students – Lily asked about the possibility of having youth and families be present for the Service on the first Sunday of the month. They could meet after for a special fellowship activity either during coffee hour or go to brunch following the service. Perhaps they could talk about the service. As we have talked about several times, we would like the youth to be active in the service. Lily will talk with Jane and Eileen to come up with a plan.

McKay Scholarships – The list of those who applied for scholarships has been sent to Bank of Ann Arbor for processing. Eileen will publish the names and schools.

Backpack Sunday – On September 8th we will bless the backpacks of our youth as well as donated backpacks which will be going to area organizations that work with children and youth. We need to get something on the Refrigerator Page.

Nursery Volunteer Coordinator – Eileen will talk to Christina to see if she would take over this position for Karen Samford.

Whole People of God Curriculum – Julie mentioned we currently only have this available through summer, Lily will check into getting it ordered for another year.

Member Survey – Eileen passed out printed copies of the survey which is only available to elected members and their teams at this point. We discussed the findings and commented that only 39 people have filled it out so far.

Bibles – Generally those youth going into 3rd grade receive a Bible. In addition we have missed some and have some new youth. The current list includes: Sophia, Vivian, Mira, Salem and Lyric as well as Noah, Hans and Alton (if he hasn't already received one.) We will give these out on September 8th.

Miscellaneous – At a future meeting we should discuss having a Stone Soup Sunday and come up with a Mission Project(s) for the year.

The meeting was closed with the Lord's Prayer.

Next meeting is 6:30, September, 4th.

Submitted by Karen Samford

WORSHIP MINISTRY TEAM
Minutes, August 29, 2019

Present: Harriette Ehnis, David Hahn, Pastor John Kennedy, John Samford, Lily Tinker Fortel, Jennifer Vasquez, and Tom Ziesemer

Absent: Caroline Ashenfelter and Gary Rogers
Pastor John offered a prayer to begin the meeting

OLD BUSINESS

- A. Sunday announcements and timing were again reviewed. Announcements are to be finished by 10am. When the pastor ends the announcements and walks to the altar, the liturgist needs to be at the lectern ready to start. The process is as follows: ringing of bells, prelude, announcements, call to worship. The prelude needs to be finished by 9:55am.

NEW BUSINESS

- A. David Hahn was welcomed by the team as our newly hired Director of Music. David comes to us from Akron, Ohio. He received his Bachelor of Music in Voice and Sacred Music from Moody Bible Institute and his Master of Music in Choral Conducting at the Eastman School of Music. He is currently working on the Doctor of Musical Arts in Choral Conducting at the University of Michigan. He will complete his studies in 2022. He has previous experience in multiple churches and community groups. Prior to accepting the position at Bethlehem, he was interviewed by Pastor John Kennedy, members of the choir (John Samford, P.J. Lindeman) and Gail Jennings.
- B. Lily presented a video from Union Theological Seminary related to how their thinking of worship has changed over time. The video showed a very experimental yet sacred space, using all the senses to help the Word to become flesh. Lily led a discussion related to our observations of the video: (1) there is no wrong way to worship God, (2) worship belongs to the people and is better symbolized by participating in a circle rather than fixed pews separating the leaders of the service (3) worship is participatory, it is something we all give to each other not something we simply receive from the pastor or worship leaders. We then discussed what surprised us and what didn't "sit well" with us.
- C. Key upcoming services were then reviewed: (1) September 8, blessing of the backpacks, kicking off the new Sunday School year, (2) no special activities planned for Heritage Sunday, (3) Totenfest will be observed on November 3rd. Michelle Loukotka will be contacted to join us to finalize plans for Totenfest and Christmas. Communion will be by intinction until further notice.
- D. The report of the recent survey regarding worship will be discussed at our

next scheduled meeting. The survey was distributed at the annual congregational meeting and also available on the website. When a future survey is done, it is suggested that more questions for self-reflection as well as the institution be incorporated.

- E. The future direction of the worship ministry team will continue to be addressed aided by continuing to view the videos from Union Theological Seminary.
- F. The council update was given by Pastor John and John Samford. It was requested that the Worship Ministry Team change its September meeting to September 26 due to a meeting conflict with the Leadership Council. It was reported that Lily has requested licensing to become a pastor to be able to perform certain rites within our congregation. An advisory group will be put together to support Lily as she proceeds through the ecclesiastical process. A call to serve a church is required for ordination. It was noted that Pastor John's annual review is in process. The council also determined that the health insurance benefit be established for full time employees defined as 32 hrs/week.
- G. Tom Ziesemer announced that the living nativity would be held again this year on Friday, December 6.
- H. The concept of an alternative worship service was introduced by Tom Ziesemer. Jennifer suggested that we might use alternative worship as a strategy once the worship team works through discussions about what we want our worship services to be. Once we establish our vision and specific goals, tactical decisions might arise in terms of: music, content of services, making services different one from another, seating arrangements, and adult faith formation on Sundays.

Meeting closed with the Lord's Prayer.

Please note that the next meeting will be Thursday, September 26th at 7 pm

Respectfully submitted,

Harriette Ehnis

MEMBER CARE MEETING MINUTES

8/28/19

3:30 pm

Attendees: Jenny Foster, Sue Buday, Mary Jean Raab, Jacquie Katz

Absent: Julie Seitz, Judy Coucouvanis

Bi-Annual Review of Membership

Letters and questionnaires were mailed on 8/16/19 to 44 members who have not attended church or contributed financially in the last 2 years (ages 28 - 79). We received a total of 6 responses to the questionnaire so far. All but 2 people want to remain members. One letter was returned because of an incorrect address. We will resend it to the correct address provided by the Post Office. Jenny will track the letters on a spreadsheet and compile a report by the next meeting. She will coordinate with office to pick up responses as they are received. We will evaluate all of the responses at our next meeting to determine our next steps.

Time and Talents

The sign up genius time and talent survey is completed and ready to publish. Donna provided us with a paper copy of the survey as well. The paper copy will be available at the office and will be available to print from the website. The online survey will be highlighted in the next Visitor and there will be a link to access the survey in the weekly email and on the website. Jenny will make an announcement at the service on 9/8/19 and we will attend both coffee hours to demonstrate online version and handout paper copies to members.

Jacquie informed us that she will be wintering in Florida this year from November - April. She suggested that we may want consider finding another committee member to fill her spot.

Submitted by,

Jenny Foster

Next Meeting: Wednesday, September 25, 2019 at 3:30 pm.

BETHLEHEM UCC WELCOME MINISTRY MINUTES
August 28, 2019

Attendance: Kurt Schmerberg, Paul and Barb Marshall, Gary Kade, Jane Schmerberg, Pastor John Kennedy.

Meeting was called to order at 5:40 PM. Opening prayer by Pastor John.

- 1.) Kurt reviewed last month's meeting between CJ Slotten and Kurt and Gary. CJ has agreed to coordinate The Bethlehem Church social media and advertising.
- 2.) Committee discussed the initial results of the congregation survey and decided more emphasis should be placed on letting the congregation know what we are doing in Welcome to attract potential new members.
- 3.) We also discussed the location of the Welcome center in the sanctuary. After much give and take, MOTION by Gary Kade, SUPPORT from Barb Marshall: To move the location away from Lois' corner and place it in the northeast corner near the sacristy door. Purchase a moveable table from Amish Furniture to match the existing wood in the sanctuary and a table top pop up banner to identify the area as the Welcome Center. To remove the larger Welcome center desk from the 4th Avenue entrance and replace it with the one that is currently in Lois' corner. Also, to encourage efforts to renovate the hallway near the sacristy as it will be used to escort visitors to the coffee and should reflect a better level of care for our building. MOTION CARRIED.
- 4.) Decided to distribute the new Welcome to Bethlehem pew cards prior to the first Sunday service in September.
- 5.) Committee will review the letters that staff send to visitors and rewrite as appropriate.
- 6.) Kurt agreed to review the Ground Cover advertisement content and seek some alternative content for this publication.
- 7.) John asked that we investigate some banners to be place along the staircase at the 4th Avenue entrance leading to the sanctuary.
- 8.) Committee to investigate the messaging monitors and the possibility of converting to video displays.
- 9.) Set our next meeting for September 25th at 5:30 PM.

Having no further business, the meeting adjourned at 7:25 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
August 13, 2019

Present: Katie Rowan, Lily Tinker Fortel

Youth Group

Plans for fall are underway. Lily hopes for more spirituality and deepened youth group relationships. Discussions will include how faith informs activism around current issues such as gun violence and climate change. The group will be asked to identify a service project.

There will be two new youth group members and a possible six returning members. The search is continuing of an additional adult to help with youth group.

Pastor John will lead a confirmation class this year which will involve the same group that is in youth group. Lily will collaborate with him regarding scheduling and content to insure that the youth are not over scheduled.

The youth room walls have been painted and the accordion divider will also be painted.

There will be an all church service opportunity at Carrot Way Sat. Aug. 17, 10:30am - 12:30pm.

Young Adult

Laura Seyfried will reach out to Habitat young adults to invite those interested to join the Outreach Ministry Team.

There are several options for a Habitat Reunion. We will try to incorporate a social get together with a service opportunity. Lily will survey the group for their preferences regarding the following options.

- 1 **Stephanie's House Dedication** - Friday, September 6 @ 3pm - Gaines, MI - (Flyer Attached)
 1 *maybe...*Those who are able could attend the event together; then we could meet up in Ann Arbor for dinner.
- 2 **Habitat End of Summer Bash in Ypsilanti** - Saturday, September 14, 10:00am-3:00pm. - (Flyer Attached)
 1 *maybe...*We could grab breakfast together and then head to the event...
- 3 **CROP Walk** - Crop walk is scheduled for Sunday, October 6. Bethlehem will have a team again this year!
 1 *maybe...*We could meet up for lunch after church and then go to CROP Walk together.
- 4 **BUCC October Service Day at Food Gatherers Warehouse** - Saturday, October 19, 2pm -
 1 *maybe...*We could have lunch together and then head to Food Gatherers

Our next meeting will be Sept. 17, 2:15pm

Submitted by Katie Rowan