

LEADERSHIP COUNCIL MEETING MINUTES (7/25/2019)-revised (9/17/2019)

Present: Pastor Kennedy, John Samford, Ron Dechert, Pat Huibregtse, Pam Rutledge, Jim Rowan, Judy Coucouvanis, Lily Tinker Fortel (Invited guest)

Absent: Sue Wortman

Meeting called to order at 6:30pm by Council President. Prayer offered by Pastor Kennedy.

John Samford indicated that Lily Tinker Fortel was invited to update the council on her current status towards ordination. Lily read a prepared report in which she acknowledged and thanked leadership and other members of the church family for the support provided to Lily since she began her journey. Lily also submitted three specific requests for support she has for council to consider.

After significant conversation amongst council members and several questions presented to Lily from council members, motions were made for each of the three requests listed below.

Request#1: Endorse the request from Lily to allow her to create a small committee whose function would be to provide ongoing support for Lily in the ordination process and also serve as liaison with Leadership. The composition of the committee would include a few members from the congregation and a few others outside of BUCC.

Leadership requested further information from Lily's mentor (Joe Jeffries) in the ordination process. Both Lily and Pastor Kennedy indicated they both wanted to talk to her mentor and both would provide additional information after having their discussions. Pastor Kennedy indicated he had several reservations regarding this request as such requests, according to Pastor Kennedy, are rare.

Action#1: Leadership agreed to table this request pending receipt of more information from Lily's mentor regarding the appropriateness of this request.

Request#2: Lily, as a member of church staff, request that leadership create a staff relations committee. The committee would be a resource for staff to discuss employment issues, including HR issues.

Action#2: A motion was made by Ron (VP) and a second made by Judy. The motion reads: "Leadership Council will convene a staff relations committee. The specific charge and composition for this new committee will be determined at a future meeting. Unanimous approval of the motion passed.

Request#3: Provide employer support for all staff to receive healthcare benefits.

Action#3: This was deferred pending the VP's presentation of current compensation of church staff.

Lily left the meeting and requested response from leadership as soon as possible, regarding these three request.

:John Samford called for approval of minutes from 6/25/2019. Unanimous approval of minutes.

:Pastor Kennedy report-

-Pastor Kennedy thanked everyone for their support, thoughts and prayers during his recent illness and recovery.

-Director of Music posting of open position to occur on 7/26/2019. Potential candidate in mind.

-Confirmation class will begin first week of October. Pastor Kennedy will be contacting parents of the details for this class. It will be meeting once a week over 9 months.

:BUCC staff compensation review (R.Deichert)-Handout

:Benchmarking- Ron reviewed the current salaries for all part-time and fulltime non-ordained staff at BUCC with published salaries and other church postings. Overall, BUCC remains competitive with published and posted salary figures.

:Paid time off (PTO)- Currently BUCC has a PTO published scale that identifies years of service and PTO accrual. This is posted in our employee handbook but is frequently not followed during hiring process. Further attention to this accrual scale must be integrated into our future hiring practices.

:Paid holidays- Currently BUCC provides 11 paid holidays for staff who are normally assigned to work on those days (if they occur during the M-F week). Due to our current church office hours, two of the 11 holidays occur on Monday which is no longer a workday for office staff.

:Paid healthcare- Ron reviewed the healthcare coverage provided from 2004 through present. Current employee handbook identifies fulltime as anyone working 35 hours or more. Our current church office hours cover 32 hours (9am-5pm Tues-Fri). As such, no church staff can attain fulltime status. Motion made by Ron to amend employee manual to state fulltime as 32 hours or more. Unanimous approval for this motion.

Current employee manual states "BUCC will assist full time employees with premiums for single health insurance coverage." The change in the employee handbook definition of fulltime status, for the purpose of healthcare premium support, affects two current employees; Lily Tinker Fortel and the Parish Administrator. There is no set percentage or amount listed in the current employee handbook manual identified for this coverage.

Motion: Ron made the following motion: "BUCC will provide 80% (based upon previous BUCC handbook-2004) support up to a maximum of \$500 per month per eligible employee. The employee must cover 20% of their premium cost before BUCC support begins and the employee is responsible for all other premium cost that exceeds the \$500 BUCC support. BUCC support will not be used for spousal, significant other, or family coverage. If BUCC develops a small-business policy, we reserve the right to have all eligible staff to be covered by the BUCC policy. If BUCC does not have a small-business policy, the employee is free to enroll in any program of their choice with the limits established above." This change in policy is effective 6/1/2019 for eligible staff members. The effective date coincides with the start of the new fiscal year for BUCC. The new effective date will result in retroactive reimbursement to Lily as the only staff member who met the requirements for reimbursement as of 6/1/19.

Action: Motion second by John Samford. No further discussion. Unanimous approval by council. Council will notify Finance of this action.

Motion: The Leadership Council of Bethlehem United Church of Ann Arbor Michigan (BUCC) requests the UCC Michigan Covenant Association authorize Lily Tinker Fortel as a UCC licensed minister for BUCC for a period of 1 year from the day of licensure. Ms Tinker Fortel's ministerial duties would include

preaching, conducting worship services, performing marriages, presiding over Holy Communion, and conducting funerals. These duties would not replace those of Rev. John Kennedy but rather give him “back up” when needed.

Action: Motion unanimously approved.

Ron handed out summary reviews from the congregational and pastor surveys. Discussions to follow at next meeting.

Meeting adjourned: 8:37pm

FACILITIES MINISTRY TEAM – BETHLEHEM UCC
Meeting Minutes of 7/16/2019

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

Absent: Tom Zieseemer, Pastor John Kennedy

The meeting was called to order at 4:00 pm

Minutes of the 6/11 /2019 meeting were accepted as printed.

FINANCIAL REPORTS:

- a. Financial Reports were not available today.
- b. Emergency Repair current charges are a small invoice from Koch & White for repair of the AC in the chapel & a Balfour invoice for \$1,500.00 for the bathroom clean up in the sub-basement. Julie negotiated a reduction from the original \$2,100.00; they were charging us for equipment present over the weekend but not in use.

OLD BUSINESS:

- a. On June 27 LC passed the resolution making the BUCC campus a smoke-free area. Groundcover has been notified & signs are being posted.
- b. LC approved moving the Sunday school room to the former Crib Room. Julie has requested a bid from Koch & White to install an adult-size toilet in that room.
- c. LC approved starting the update of the men's room [1st floor] per our request to proceed with the expenditure not to exceed \$14,000. John I. has Shamrock lined up to install the tile. He is ready to order the fixtures & is working to schedule remaining contractors.
- d. Per Ron Dechert's suggestion we have referred the charge to review security in the building back to LC for more specific guidelines as to what they are looking for.
- e. CMR repaired the AC units in the balcony—one was not level & was not draining & one was not draining efficiently. They also fixed one in the FH storage room which had an error code. These are under warranty so there was no charge.
- f. Julie met the painter, Matt, about the two sets of exterior doors to the sanctuary. He will send an estimate.
- g. Jelane Raycraft, Grunwell-Cashero Co., sent a proposal to inspect the roof more thoroughly—it seems extremely high. Bob Loukotka attended the meeting to share information about the roof work done when he was on Trustees. He concurred that the plan seemed expensive & redundant. He said that Quinn-Evans had given us a set of guidelines for inspections & their timing that was supposed to be done following the roof repairs. Michelle reported that St. Joseph Catholic Church in Dexter has a slate roof. We will contact them to see who does the upkeep for them.
- h. Facilities will be responsible for changing filters in the AC units in the sanctuary & the FH. Jim Stadel has provided training for this task.

NEW BUSINESS:

- a. Tom has suggested a webpage be added to assist the current & future Facilities teams in keeping up with the ongoing tasks for which they are responsible. This should include locations of all the breaker boxes, inspections & maintenance tasks, & pictures if they would be helpful.
- b. The City of Ann Arbor has advised us of repairs necessary for the sidewalks on 4th & 5th Avenue. We will request the City make the repairs & invoice us for the cost.
- c. The Penny Stamps Distinguished Speaker Series from UM has rented the sanctuary for Friday, Nov. 1, 7-9 pm plus time for set up. John Cameron Mitchell [actor, writer & director] will be the speaker. They anticipate attendance of up to 500 people. This will require involvement by several people from Bethlehem.
- d. We are still considering exactly how to repair Lily's front porch 7 front steps.

The meeting adjourned at 5:09 pm.

NEXT MEETING: Tuesday, August 13th at 4 pm.

Respectfully submitted,
Michelle Loukotka

EDUCATION MINISTRY TEAM MINUTES
July 3, 2019

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

Sunday School Classrooms –

Leadership Council approved our request to move the elementary Sunday School room into the nursery space on the first floor, placing all students on the same floor in the combined classrooms

For the new room, we would like to have a monitor, a new cupboard.

We also plan to install a higher toilet.

For the pre-school room the tent will be replaced. We would also like to replace the cork boards and the book shelves are in need of work.

On a Sunday, August 4th after church we will have lunch and work on both rooms, including evaluating the toys, deciding which should be kept and cleaning them. We may also work on this at our meeting on Aug 7.

Sunday School –

Eileen will check with Jill to see if she will be teaching next year.

We will continue Walk and Talk with High School students.

Confirmation –

Pastor John will be sending letters to the parents of those youth who are confirmation age, with Confirmation tentatively scheduled for Pentecost Sunday.

The meeting was closed with the Lord's Prayer.

Next meeting is 6:00, August 7th.

Submitted by Karen Samford

WORSHIP MINISTRY TEAM
Minutes, July 18, 2019

Present: Caroline Ashenfelter (by phone), Harriette Ehnis, Gary Rogers, Lily Tinker Fortel, and Jennifer Vasquez

Absent: Pastor John Kennedy, John Samford, Tom Ziesemer

Harriette offered a prayer to begin the meeting.

OLD BUSINESS

- A. Sunday Announcements were again reviewed. The goal to start the 10 am service on time was discussed. Consensus of the team is to have the announcements short and prior to the prelude so that music is playing when the broadcast starts. If this does not occur, and the prelude is played after the bells, followed by the announcements, the announcements should be done by 10 am and the organist can play an interlude to allow the liturgist to start the Invocation.
- B. Altar Guild: Michelle Loukotka will continue to lead the altar guild.
- C. Lay Liturgists: Harriette will continue to seek out lay liturgists. Jennifer will serve August 25.

NEW BUSINESS

- A. Due to Pastor John's absence, recruitment for the music director was only briefly discussed and was tabled until the next meeting. Thomas Burton recommended an individual who Pastor John is currently pursuing. The choir has requested input into the decision and the Worship Ministry team recommends that Gail Jennings meet with perspective candidates.
- B. Report of recent survey re: worship was tabled due to the absence of John Samford. It was unclear who did and who did not receive the survey and what is being reported back to the board. Harriette will follow up with Ron Dechert.
- C. The future direction of the Worship Ministry Team will be discussed at our next meeting. Harriette reviewed the purpose/charter of our team as described in the Bethlehem by laws. Lily will provide articles regarding worship to assist with further discussion.
- D. New Sound Board has been installed in the sanctuary. Headsets have been purchased so that sound board operators can determine what is going over the radio. Gary suggested that we solicit feedback from listeners regarding the quality of our broadcast.
- E. There were no updates from the Leadership Council. Jennifer reported that ONA is looking for new ideas for the 2019-2020 season and possibly participating in Ann Arbor Pride.
- F. The team discussed meeting days going forward. It was decided that we would continue to meet on the 3rd Thursday of the month. Lily will try to get another adult to cover the youth group on those days.

Meeting closed with the Lord's Prayer.

Please note that the next meeting will be August 29th at 7:00pm.

Respectfully submitted,

Harriette Ehnis

MEMBER CARE MEETING
7/24/19
3:30 pm

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

We discussed the bi-annual review of the members rolls. Jenny shared the direction we received from the Leadership Council when she and Julie attended their June meeting:

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 June 1, 2017 through May 31, 2019 of members ages 27-79 year.

We reviewed names on the attendance reports provided by Karen Samford and identified 54 members who have not fulfilled their membership responsibilities as set forth by the Leadership Council and the BUCC By-Laws.

We plan to send a letter to these members to encourage their renewed participation at BUCC. By sending the attached letter and response form, we hope to understand their level of interest in continuing their membership. Mary Jean agreed to prepare a draft of the letter and response form for our team to review. Our plan is to send the letter out, along with a self-addressed stamped envelope, by the middle of August and ask for responses by 9/15/19.

Submitted by,

Jenny Foster

(Printed on the official church letterhead.)

August 15, 2019

Dear [Name]:

We have missed you! Are there some extenuating circumstances that have kept you from participating in the congregation that we can help you with? Although it appears that you have become less engaged in church life, what can we do to draw you back into fellowship? Are you interested in continued membership at Bethlehem? As a part of the Member Care Ministry Team, I welcome you back to an active participation in the life of the church.

Pastor Kennedy expresses a prayerful energy and enthusiasm that promises to lead us forward in our individual and collective lives. Our programming is robust, with Bible study experiences, regular youth events, and numerous fellowship and outreach opportunities. Our Minister of Spiritual Growth and Development, Lily Tinker Fortel, has brought a growing vitality to our youth programs and our spiritual growth opportunities.

Our records show that you haven't attended worship or contributed financially to the church's support or benevolences for some time. If our information is mistaken or incomplete, we apologize in advance and welcome to correct us and to update our records; we welcome your continued participation in our faith community.

To keep us current please return the enclosed form and indicate your continued interest in membership at Bethlehem. If we do not receive a response from you by **September 15, 2019**, one of our team members will call you to learn of your needs and interests.

We would love to renew a relationship with you and welcome you back into fellowship at Bethlehem. However, if we are unable to reconnect with you after a number of attempts, we will assume that you have found another church home. We pray that you are experiencing spiritual renewal and peace.

Yours in God's Grace and Love,

Jenny Foster
Chairperson, Member Care Ministry Team

Bethlehem Church Member Care Ministry Team
Response Form
Please return by **September 15, 2019**

Please indicate your interest in membership at Bethlehem:

_____ Yes, I am interested in continued membership at Bethlehem.

_____ I believe Bethlehem's records that I have not attended in several years are mistaken or incomplete.

_____ I am interested in renewing my commitment to actively participate in the life of Bethlehem.

_____ I am no longer interested in membership at Bethlehem.

Please add information that will help us best communicate with you:

Name: _____

Address _____

Phone _____

Email _____

Date: _____