

LEADERSHIP COUNCIL MEETING MINUTES: October 24, 2019 6:00pm

Present: Pam Rutledge, Ron Dechert, Jim Rowen, Judy Coucouvanis, Sue Wortman, John Samford, John Kennedy

Absent: Pat Huibregtse

- The meeting opened with a prayer by Pastor John Kennedy
- The minutes from 9/19/19 Leadership Council meeting were passed as written
- Reports from Ministry Team liaisons
 - Outreach - The local Disciples of Christ church has formed a ministry called "A Caring Heart" to help the elderly and are offering training on this topic for other churches and individuals. See John Samford if you are interested in pursuing this.
 - President, John Samford and some members of Leadership Council were sent a letter from two members requesting they be removed as members of Bethlehem. It was decided to send a letter of regret back to them from Council, saying they are always welcome to return in the future.
 - Member Care sent out 55 letters to inactive members. Six of these have asked to be removed from the rolls, some requested to remain on the rolls and some did not answer.
- Report from Pastor John
 - Two couples have approached John K., asking to join the church
 - Both Pastor John and President John Samford brought up the Center for Progressive Renewal as a resource for clarifying our vision and to offer help on how to implement this vision, churchwide. This center is able to bring a representative to meet with Council and church leadership to focus and clarify where and how we want to move ahead. This would be a way to clarify and reaffirm our ministry (see Attachment No. 1).
 - Creedo - John is going to this week long session in Connecticut. Creedo aims to help pastors evaluate themselves in order to align their evaluation with their ministry. Creedo will be the week of October 23 through October 30, Wednesday to Wednesday.
 - Confirmation will start November 10. Six or seven confirmands will meet once a week; the first and third Thursdays and the second and fourth Sunday of each month.
 - We will be commissioning Lily on November 17 during worship.
 - Donna is retiring as of the first of December so we will be posting a job description. Julie will screen candidates first then John K. will approve. There will be a small celebration for Donna during the annual staff and office volunteer appreciation celebration in the lounge, during the day. There will be announcements to the congregation in case people want to send a card or gift.
 - Pastor John has been talking with Bonnie Billups, Director of Peace Neighborhood Center about ways they might make use of church facilities for basketball and other activities. This is in the discussion stage.
 - Pastor John talked with the owners of Renew Salon & Spa in Saline. The owners have offered free haircuts and small gift bags to low income and homeless people in Detroit in the past and would like to provide such services to people in Ann Arbor. They would

get a list of names from local agencies helping those in need. People would sign up and then 12-16 stylists would bring their own equipment and set up to give haircuts and a bag of grooming supplies. This service could eventually be offered 2 to 4 times a year if it works out. Set up and appointments would take approximately 3 hours. Possible date for a pilot: January 12. More information would be needed. The following motion was passed by Leadership Council:

"The Leadership Council charges Outreach Ministry team and Member Care to pursue partnering with Renew Salon & Spa of Saline to pilot the use of Bethlehem facilities in order to provide personal care services to low income and the homeless."

- **Old Business**

- Annual Pastoral Review has been completed, President John Samford and vice president Ron Dechert met with Pastor John to review responses, discussed and developed goals for John K. in the coming year. John Samford will meet with Pastor John weekly to discuss, communicate and prioritize. John K. will meet with John S. and Ron D. after six months and review how goals are being addressed. These changes are an attempt to develop and implement more measurable goals which can be more easily tracked and can help to build positive, healthy growth and development throughout the church.
- Congregational Survey results discussion
 - A motion was made and passed to approve the draft document describing the procedure and questions for the evaluation for pastor and the timeline (see Attachment No. 2).
 - Ron will send an email to ministry team chairs requesting their teams' feedback regarding the evaluation forms for the sections that apply to their ministry team in order to improve the various areas of their evaluation.
 - This email will request ministry teams develop a few goals for their team to work on during the current year. Ron will ask each ministry team to bring a copy of the congregation evaluation results to their ministry team meeting and review those questions from the evaluation which they feel apply to their team. The goal is for each team to discuss and determine what their rating threshold should be for evaluation and this can guide them in determining their goals. Leadership Council requests this feedback from the ministry teams be turned in to Ron by January 2020
 - *Reminder: Here are the liaisons from Leadership Council to ministry team according to June 2019 LC minutes:*
 - 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

- John Samford will call Pat H. to see if she will become the liaison to Fellowship rather than Welcome. Pam is now the liaison for Welcome.
- Della DiPietro presentation discussion
 - Discussion on Della's written report
 - Leadership Council will meet in January with current elected chairs of ministry teams and cemetery board along with Della & Cress, Nominating committee. The date for this meeting will be either January 12 or 19. There will be an agenda and/or activities for the meeting planned in advance. Just elected chairs or delegates selected by chairs will be invited, not all members of ministry teams.
- Staff Relations Committee will be created—There needs to be a charge for this group and members drafted
 - This must be a positive thing. There was discussion on the suggested makeup of this group
 - VP chair, Pastor, ex officio, another person? - committee would meet only when needed
 - Ron will draft a charge for this group and send it to LC
- Emergency Preparedness Toolkit discussion was postponed for a future meeting.
- Insurance compensation. After discussion, a motion was made and passed by members of Leadership Council to not adjust Lily's income to cover taxes on insurance.
- **New Business**
 - Adjustment to Organist's compensation - A motion was made to increase our organist's salary to be equal to our Music Director salary. After discussion this motion was passed.
 - Repair of organ (see Attachment No. 3)
 - After discussion the following motion was proposed and passed by Leadership Council:
Leadership Council authorizes the expenditure of up to \$10,000 for organ pipe repairs as described by the Renaissance Pipe Organ Co in the attached email message to Gail Jennings. Director of Music should check for a warranty for the organ. A final quote from Ren will be received
 - Rentals: At what cost?
 - "One-off" rentals can require a good deal of work, both in preparation and execution, including BUCC providing a sexton. Julie Rhodes has stepped in to fill that role several times, sometimes for a good number of hours at a time. This is not the best use of her time and puts her under additional stress beyond her normal responsibilities. For that reason, President John S. propose the following:

- **Motion:** *New rentals* of church facilities are to be reviewed on a case-by-case basis by the Parish Administrator (PA) to determine whether we have sufficient resources to support them (setup, cleanup, sexton, etc). If it is determined there are not sufficient resources, the PA is not required to accept the rental.
 - The motion was passed by Leadership Council
- The meeting was adjourned with the saying of the Lord's Prayer

Minutes respectfully submitted by Secretary, Sue Wortman

Attachment No. 1

The Center for Progressive Renewal

[Revision Program](#)--yearlong multi-step endeavor, involving congregation & leadership

Courses: (many more on variety of topics)

[Church Renewal 1.0](#) (open-ended)

[Clarifying your church's identity](#) (8 week intensive)

Attachment No. 2

Pastoral Evaluation

Bethlehem United Church of Christ by-laws specify that the Leadership Council has the responsibility for conducting an annual evaluation of the pastor. No procedure is recorded that provides direction for the process and tools to conduct this activity. This document is intended to provide guidance to Leadership Council and others who may be involved in future annual evaluations.

In the process of developing this document several resources were reviewed and utilized. The listing of the resources used to develop this document are listed at the end of the document.

Background (excerpts taken from ref 1, pages 22-26)

“To speak of pastoral evaluation is to examine only one portion of the ministry that takes place in and on behalf of a congregation. “Pastoral evaluation” is necessarily incomplete, because the pastor’s ministry does not happen in isolation. It involves the ministry of the congregation: its pastoral leadership, its non-pastoral staff, lay leadership, members and regular participants, community partners, and other settings of the United Church of Christ. The most effective ministry assessments explore all facets of a congregation’s life and provide honest feedback in order to improve it.”

“While the Pastoral Relations Committee does not lead the assessment process, it should encourage church leadership to practice regular assessment of the ministry of the pastor and congregation. The process includes participation by staff, volunteers, lay leaders, and at times the full congregation. There must be opportunities for assessment by those being assessed (self-assessments), by supervisors/supervisees, by participants in ministry programs, and others as needed. Remember that the ministry of the whole church is being assessed, not only the performance of the staff and volunteers.”

“Since the goal of ministry assessment is to improve the practice of ministry and to increase vitality in the congregation, it is essential for the assessment process to model healthy communication practices. Feedback (verbal or written) should never be anonymous, it should provide personal reflection and all participants should engage in speaking their truth and listening to others speak their truths. As feedback is received, pastors, staff, and volunteers have a right to know who offered feedback when it is relevant to their work or area of programming.”

Preparing for the evaluation:

Prior to distributing any of the evaluation/survey forms, BUCC Leadership Council should review the current survey/evaluation tools (Forms A-C) and make any changes/modifications. Only the Leadership Council can approve distribution of these

tools. Listed in the table below is the recommended frequency and target groups for each of these forms.

All completed evaluations/surveys will be returned to the Leadership Council (President or Vice-President) for tabulation, discussion, and summation. The Pastor, in accordance with our by-laws, should not be present when the pastor evaluations are being discussed.

Once the pastor evaluation summary has been completed, the final evaluation will be reviewed by the Leadership Council before scheduling a time to review with the pastor. The Leadership Council should decide on the format (full council or President/Vice-President only) that will be followed when meeting to review the evaluation with the pastor.

Congregational self-reflection surveys should be compiled and the results posted to the BUCC website so all members can review the survey results at their leisure.

Individual/Group	Frequency	Form A	Form B	Form C
Pastor	Annual (Feb/March)	X	X	
Leadership Council	Annual (Feb/March)	X		X
Ministry Teams	Every Two Years (Feb/March)	X		X
Congregation	Every Three Years (Feb/March)			X

The process for distribution of these forms and education of the target groups is at the discretion of the Leadership Council.

Pastor Evaluation (Form A)

Name of person completing Form A (required): _____

N= Needs improvement, S= Satisfactory performance, meets expectations, E= Exemplary performance

Pastoral Performance Categories	Performance Score			
	N	S	E	Not able to assess performance
Worship development and leadership: Develops liturgy that is appropriate to the congregation and community. Conducts meaningful prayers of the people. Leads worship committee and program staff to consider service changes and innovations, such as changes in music programs or establishing “contemporary” programs.				
Comments/Feedback:				
Preaching: Solid theologically and biblically, applies to issues and experiences worshippers are concerned about and gives worshippers a sense of what they need to take with them to live God’s message. Effective and interesting delivery and organization, varied approaches, well focused.				

Comments/Feedback:

Administrative leadership: Demonstrates effective organizational skills (teamwork, communication, planning, follow-through, etc). Supervises and works with church staff (paid and unpaid) as appropriate including annual performance evaluations and recommended compensation within guidelines established by BUCC by-laws and employee/employment policies. Helps lay leadership and ministry teams develop a vision, make plans and implement those plans as needed.

Comments/Feedback:

Pastoral Care: Provides appropriate pastoral care to members of the congregation, especially in crisis situations. Refers to other professionals as necessary. Helps develop climate of lay pastoral care.

Comments/Feedback:

Pastoral Performance Categories	Performance Score			
	N	S	E	Not able to assess performance
Education and Teaching: Teaches or leads classes or groups as appropriate. Encourages all ages and groups to learn and grow spiritually. Helps strengthen and support the Christian Education program at BUCC.				
Comments/Feedback:				
Mission Leadership and Involvement: Helps lay leadership, across all teams/groups, clarify understanding of our mission as a church and their own mission as a Christian in today's world. Provides suggestions on how they potentially can contribute to help meet the priorities and focus identified in our BUCC mission statement.				

Comments/Feedback:

Evangelism and New Member Outreach:
Organizes and participates in effective outreach to new members and visitors. Works with ministry teams and church lay leadership to publicize church activities. Helps new members explore their faith and leads them to renewed commitment to Christ. Oversees assimilation of new members. Develops ways to encourage members to grow spiritually.

Comments/Feedback:

Congregational Fellowship and Care:
Promotes opportunities for friendship and mutual support among members.

Comments/Feedback:

Ecumenical and Religious Group Relations: Involved with ecumenical associations, locally and nationally. Promotes understanding and engagement with other religious organizations.				
Comments/Feedback: 				
Professional and Spiritual Development: Attends to his/her own spiritual development. Participates in activities that promote professional effectiveness and knowledge. Has a growing edge and maintains current with new ideas and approaches.				
Comments/Feedback: 				

Pastor's Self Reflection (Form B)

To be answered by the Pastor and discussed with Leadership Council

- 1. What are some of your accomplishments since your last evaluation?**
- 2. What concerns do you have about the congregation and your job expectations?**
- 3. What are your most important objectives and goals for the next year?**
- 4. What are your ideas for professional development for next year?**

5. What additional resources or assistance do you feel is necessary to help make you more successful?

6. Other thoughts or comments:

Attachment no. 3

Organ Repairs:

Hi Gail

Sorry for the delay in writing to you. We continue to be slammed with finishing projects.

We were at your church and installed the parts supplied by SSOS. These include both processors (console and organ, respectively) and the two link protection boards with improved type fuses. We are expecting that this work will resolve the problems you've been having. SSOS is supposed to test the processors returned to them and determine what was wrong. I understand they will charge you (via us) according to the parts that are found to be faulty. So now we wait for their invoice.

The other matter needing attention is that you have four pipes of your Pedal 16' Principal that are collapsing. The low E is particularly bad, and has not spoken for some time. I fear that if the pipe continues to hang from its racking hook, it may break loose and go crashing forward into the organ screen and/or the Pedal upperwork pipes. The other three pipes mentioned are beginning to collapse in the same manner, and should be corrected before they get worse.

To repair these pipes, we need to remove them from the organ (not such an easy job) and transport them to a pipe shop in Ohio, about four hours away. There, the pipes are cut apart at the mouth, straightened, and copper liners are fabricated and inserted within the existing feet and mouth areas to reinforce the pipes against future bending. Then the pipes are soldered back together with new ears and returned to proper speech on the voicing machine. The longest pipes will be sleeved part way up the resonators to facilitate transporting them in sections. The sleeved joints should not be particularly visible after reinstallation.

It is often difficult for us to predict what these repairs will cost, as that number ultimately depends on our actual cost from the pipe shop after their labor hours and materials are tallied. Based on blind verbal estimates for the work, I think we need to anticipate a total cost of between \$6,000 and \$6,500.00 for the entire work and transportation costs. While not cheap, this is a far more affordable price than would be the cost of all-new pipes.

Please let us know how you wish to proceed. Due to the low E pipe now hanging somewhat precariously, I don't feel the repairs should be postponed for a long time. If the work has to wait, it might be better for us to take down the E pipe for the time being.

Thank you,

David

David V. Hufford
Renaissance Pipe Organ Co., Inc.
2520 Kimberley Rd.
Ann Arbor, MI 48104-6449
(734)668-1277
Celebrating 25 Years: 1993-2018

FINANCE MINISTRY MEETING MINUTES
October 10, 2019

Present: Karen Samford-Chair, Tom Krell, Sue Muir and Edgar Vasquez

Monthly Financial Reports – The team reviewed the September reports.

Audit Report – The representative from Altruic will come to our November meeting, most likely at 6:00. Jeff Wortman and Betty Clark will be invited to join us if available.

Actual pledge amount – Karen spoke with Betty and learned the actual pledge amount totaled \$236,684. Others have indicated they would give but were not going to pledge. Our Budget had an estimated pledge total of \$245,000.

Miscellaneous – The charges for the Cemetery website have been moved from the Church operating account to the Cemetery account.

The meeting was closed with the Lord's Prayer

Next Meeting – 6:00, November, 14th

Submitted by Karen Samford

FACILITIES MINISTRY TEAM – BETHLEHEM UCC
Meeting Minutes of 10/08/2019

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

Absent: Pastor John Kennedy

The meeting was called to order at 3:55 pm

Minutes of the 09/03/2019 meeting were accepted as printed.

FINANCIAL REPORTS:

- a. Clean up from the water backup at the parsonage were charged to Emergency repairs [Roto Rooter, carpet cleaning] along with replacing the refrigerator after the compressor quit and buying a new dehumidifier for the basement after finding mold on some of the furniture [the old one quit about a year ago].
- b. Review of the general budget expenditures to date revealed that the parsonage utilities seem high; John I. will investigate further.
- c. The renovation of the men's restroom across from the office is finished and was done within the budget approved.

OLD BUSINESS:

- a. Wednesday, 09/25/2019 Tom, John I., Michelle, and Julie met to review things that happened during that month.
- b. The garbage disposal in the main kitchen needs to be replaced. Ken Cook will give us an estimate; his guess was about \$1,000.00. It is possible that Women at Bethlehem will cover at least a portion of this.
- c. Butcher & Butcher started work on the roof 10/02/2019.
- d. Jim Stadel replaced light bulbs in the choir room, in Lily's office and in the kitchen serving area with LED bulbs.
- e. A new lock was purchased for the tool shed. John I. pulled weeds and cleaned up debris in the east moat. Cleaning in the north moat revealed drink cans and garbage bags there and in the bushes in that area.
- f. Daily Rain will drain and winterize the outside sprinkler system 10/17/2019.
- g. Roto Rooter advised cutting the 90-degree angle they found in the sewer pipe from the parsonage—they feel this is the cause of the backups and the pipe is rotting and leaking heavily. Tom contacted Cresson Sloten to see if the city would check the drain pipes and the manhole where they empty. Someone will do that on 10/09/2019; there are also questions about electrical lines that run from a neighboring house through that manhole.
- h. Ron reported that Phoenix "thinks" that we can dismantle the old restrooms in the FH and still have adequate facilities for the size of the building. LC approved the request to make the newly renovated bathroom across from the office as gender neutral [it is currently signed as such]. LC also agreed that all single-use bathrooms in the building also be gender neutral. We need to consider whether to refurbish the old men's room in the FH or the bathroom at the bottom of the stairs across from the Library.
- i. LC endorsed the recommendation for additional TV surveillance of the 2nd floor and the basement level to improve security. Tom has contacted All-Star for a bid.
- j. Meeks, Watson & Co. repaired the tower bell support. Jim Stadel also placed an additional collar on the outside edge of the support as an additional safety measure.

- k. The water fountain on the 2nd floor is spouting water; Jim Stadel made an adjustment. Julie will also check with the plumber about a new fountain or a hydration station.
- l. The bathroom fans in the 1966 addition were not working; Jim Stadel adjusted the timer so that they were running 24/7. Vedder was in the building 10/08/2019 on a different project and was able to install a new box and set the timer appropriately.
- m. Ann Arbor Fire Dept. inspected the building 09/03/2019 and issued several minor violations. To date the non-functioning emergency lights have been corrected, stored items have been moved away from heat ducts, the cabinet and paper products have been from the custodian's closet. We may have to replace the emergency lights in the original building and in the 1933 addition; it seems to be impossible to test them to verify that they work. The south balcony door needs to be planed on the bottom—it requires too much pressure to open.
- n. Tom and John I. inspected the gutters at the parsonage and asked Randy Schneider to reinforce areas where they pulled away from the house and to add gutter guards at the high points.
- o. Tom and John I. disposed of several items from the custodian's closet, old fixtures from the music room and old bathroom sinks and toilets. They replaced ceiling tiles in the first aid room and in the basement Sunday school room that had water damage.
- p. Matt Miller is supposed to start refinishing the exterior sanctuary door 10/09/2019.
- q. We still need to address repairs to Lily's porch and the painting of the 4th Ave door.
- r. Ken Cook replaced the mop-room faucet in the men's room across from the office.

NEW BUSINESS:

- a. We have been asked to paint the Music Director's office.
- b. Steve Darr advised that the door from the hallway into the salad kitchen needs to be rehung; we think it was damaged during the FH remodeling. Steve will rehang it.
- c. A representative of LC will meet with Maheshram Madasamy, a member of the disaster services team of the American Red Cross, about their request to include Bethlehem as a shelter in case of a disaster. They will investigate the requirements and the responsibilities of agreeing to this.
- d. We will aim to replace the lights in the Youth Room, first in the room with the kitchen, with LED bulbs. This would benefit the Youth Group and the nurses who use that space. We will need to determine where the funds will come from. We do have 20 bulbs available and 24 would be required to do that space. A case of 30 4-foot bulbs costs about \$285.00.
- e. Ron asked if Facilities thinks it would be worth while to try setting up a pickleball court in the gym. A single portable net would cost about \$150.00. He suggested that the charge to use the court might be \$5.00/hour for BUCC members and \$15.00/hour non-members. This could be limited to day-time hours that would eliminate the need for additional personnel from the church. Players would sign a waiver to absolve BUCC in case of injuries.

The meeting adjourned at 5:35 pm.

NEXT MEETING: Tuesday, November 12th, 4:00 pm.

Respectfully submitted,
Michelle Loukotka

EDUCATION MINISTRY TEAM MINUTES

October 2, 2019

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

Pastor Lily opened the meeting with prayer.

Halloween Sunday, October 27 – Everyone is welcome to wear costumes. We will have games and take photos during Fellowship Hour. The youth group is having a lock-in on Friday the 25th, they could help make something. Eileen will take the lead on decorations and the picture wall for photos. Jan will get doughnuts and cider and Lily will get candy. Eileen will help and take photos. May have the youth try eating a doughnut off a string without it falling, will probably need a tarp for this activity.

Living Nativity – December 6th, the youth will be asked to participate.

Christmas Program – December 15th with practice Saturday the 14th at 9:00 a.m. Lily will talk to Sarah Herwick to see if she will direct and to pick out a play. EMT will do an email vote on which play. Diana would like to teach the youth a new song.

The Fellowship Team will organize a potluck to follow the service on the 15th.

Nancy will have advent workshop activities ready.

We talked about collecting toys, books, board games, gift cards and canned goods.

Mission Projects –

Backpacks - The congregation collected 71 backpacks and various school supplies. The church received a Thank You from Peace Neighborhood Center for the backpacks and Lily spoke with someone who received a backpack who told her how it had impacted their life.

Church World Service school and hygiene kits - Would like to have a cornucopia in front of the church for the supplies. Nancy will make one for us. We will start receiving items on November 3rd and pack the kits on the 24th. Lily will check with auxiliary mothers study group about sewing the bags.

Clean Water for All - Fritz Port is involved in a project that installs dialyzer to filter water for villages in Ghana. Along with elevated tanks the dialyzers make it easy to create clean water for an entire village. We could start to collect now or start this for lent.

Miscellaneous - There is a new TV in the 2-7 class room and a DVD player that works with it. In addition, it can do YouTube videos.

Next meeting is 6:30, November 6th.

Submitted by Karen Samford

WORSHIP MINISTRY TEAM
Minutes, October 17, 2019

Present: Harriette Ehnis, John Samford, Jennifer Vasquez, Tom Ziesemer, Caroline Ashenfelter (by phone)

Absent: David Hahn, Pastor John Kennedy, Gary Rogers

Jennifer offered a prayer to begin the meeting.

Minutes of the September 26, 2019 meeting were reviewed.

OLD BUSINESS

- A. Totenfest: Discussion regarding the use of photos in slide show of BUCC members who have passed away in the last year took place. This was to take place at both services. Jennifer volunteered to run the slide show and the office staff was to be asked to create the slides. The TV screen would be used in the chapel and a projector and screen would be used in the sanctuary. Proper location of screens, Totenfest candles, and communion was discussed. Jennifer volunteered to review the setup on the Saturday prior to Totenfest. Jim Rowan was asked to have handbells in the balcony to sound as names are read. The Sunday bulletin will have the names and photos of those being honored in case technology fails. The decision was made NOT to include a separate list of gifts and memorials from the past year. This was deemed as unnecessary.
- B. Spirit Day 10/20: Reminder to wear purple to show support for LGBTQ youth standing against bullying. This was in conjunction with the ONA Standing Committee.

NEW BUSINESS

- A. Budget Update: Harriette met with Karen Samford (Chair of Finance Team). Licensing fee of \$300.00 for videos should be covered by Education.
- B. Radio/Sound Update: Concerns over sound quality in the sanctuary are currently being addressed by Jim Stadel. We are recommending that the listening devices be examined for functionality so as to determine next steps (batteries or complete replacement).
Sponsorship of our radio broadcasts has been trending downward and there is a potential for depleting the fund in the next 12 months. We may have to work with Finance to determine how the radio fund may be financed in the future. In addition, it may be time to assess how the radio broadcast is being used and how much longer we should continue to offer the service.
- C. Veterans Recognition: Tom Ziesemer will talk to Pastor Kennedy about how to incorporate this into the service on November 10.
- D. Advent Planning: Michelle Loukotka will attend our November ministry team meeting to participate in planning the following activities:
 - 1. Decorations: sanctuary tree will be placed on 11/21 and will be followed by the

“Hanging of the Greens” on 11/23.

2. Live Nativity: Ad in the Observer on 11/25, event to take place on 12/06. Volunteer actors, choir, and others are needed. Sign-up sheets on bulletin board. May get a spotlight to call attention to this event.
 3. Sunday Worship: 12/01 Hope Sermon, 12/08 Choir Cantata, 12/15 Pageant, 12/22 Soloist.
 4. Blue Christmas: To be determined by Pastor Kennedy Reminder to contact Muehlig Funeral Home to share info with their patrons.
 5. Christmas Eve Services: Pastor John to weigh in on any changes or enhancements. Harpist for 11 pm service reserved.
- E. Council Update: A committee has been formed to support Pastor Lily in her ordination process. It is likely to have a formal recognition of Lily’s newly licensed minister credentials on either 11/10 or 11/17.

The meeting closed with the Lord’s Prayer.

Next meeting will be on Thursday, November 21.

Respectfully submitted,

Harriette Ehnis

MEMBER CARE MINISTRY TEAM MEETING

10/23/19

3:30 pm

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

1. Jenny thanked Jacquie K. for her service to the Member Care team. Jacquie is stepping down but willing to help as needed when she returns from Florida in the Spring. We discussed possible replacements for Jacquie. Jenny will reach out to those identified to see if they are interested in joining our team.

2. Pastor Kennedy updated us on some of our members who are struggling with serious health issues. We discussed the idea of creating care packages for them with comfort items. A care package could contain gift cards or it could contain items that could bring someone encouragement, nourishment and joy. Pastor Kennedy said that McKay funds could be used for some of the care package items. We identified a few people to receive care packages.

Pastor Kennedy will check with Diana on items that would be appreciated by Jesse. Pastor Kennedy will also talk to Leadership and Finance about setting up a fund for Jesse. Members of the church, the UCC conference and The Radisson Hotel have inquired about donating money to support Jesse through his recovery. The fund would be set up through the church. We also identified members who should receive a "Thinking of you" care card. Sue will send cards out to these folks.

3. Pastor Kennedy received a letter that he shared with the group. Two members asked to be removed from the membership rolls. They do not agree with the direction of the church with regard to LGBT issues.

4. We discussed some of the calls that were made to the members on our Lapsed Membership list so far. Jenny will update the Google document after today's meeting with updates from Jacquie and Mary Jean. Jacquie is sending letters to some members regarding opportunities to reengage in the life of the church along with a copy of the Time and Talent Survey. The group agreed that some names should not be removed because of family connections to the church. Sue is still in the process of making calls. She will update the Google document or inform Jenny of the results of her calls. Jenny will draft a letter to in response to the letter we received from one member.

5. We discussed a couple recent deaths and John suggested who may benefit from the Journeying through Grief series. He will provide Jenny with addresses.

Next meeting: TBD (Jenny is out of town for the Thanksgiving holiday on 11/27/19).

BETHLEHEM UCC WELCOME MINISTRY MINUTES
October 30, 2019

Attendance: Kurt Schmerberg, Paul & Barb Marshall, Gary Kade, Jane Schmerberg.

Meeting was called to order at 5:40 PM.

Minutes from the last meeting were reviewed. MOTION to Approve the Minutes of the September 25, 2019 meeting. SUPPORT. MOTION CARRIED.

- 1.) Welcome Center Update – Rather than purchase a new deck/table for the sanctuary Welcome Center, the committee decided to rearrange some furniture items to see if they could work. The higher top table currently near the sacristy will be relocated to use for the Welcome Team materials. A smaller table from the north balcony narthex will replace that table for Sunday morning bulletins. A table from the landing outside the Gym will replace the one in the balcony narthex.
- 2.) Living Nativity Planning: Last year the pretzels were purchased from Dexter Bakery because the church kitchen was in the construction zone of the Fellowship Hall. We felt that donuts would be better received so the Team elected to purchase donuts from Washtenaw Dairy for the Living Nativity. Kurt will investigate the rental of a search light to attract attention to the event.
- 3.) Nativity Stickers: Kurt relayed that he spoke with Pastor Lily regarding the purchase of sticker books depicting the Nativity Scene for the Education Ministry. Lily thought we could also distribute them at the Living Nativity. Kurt authorized the purchase of additional books from the Welcome budget for this purpose.
- 4.) Dale Fisher Book Sponsorship – Kurt relayed the details of the Dale Fisher Book proposal. MOTION and SUPPORT that the Committee authorized a request from the Welcome Team Special Project Fund to fund the \$2000 sponsorship fee and to purchase 50 additional books for \$1750. The committee plans to sell 60 books (50 purchased and 10 that come with the sponsorship) to the membership for a discounted rate of \$60 to recover the majority of the \$3750 investment. MOTION CARRIED. Dale Fisher also indicated a willingness to sign all copies of our books and to participate in a program at the church highlighting his career in Aerial photography when the final book is released.
- 5.) Welcome Team agreed our next meeting would be 11/19/19 at 6 PM and we will review the content of the give-away bags for the Living Nativity.
- 6.) Other Business: Paul and Barb will host the Welcome Team post-holiday party at a date to be determined.

Having no further business, the meeting adjourned at 6:45 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
October 9, 2019

Present: Katie Rowan, Lily Tinker Fortel

Youth Group

Lily continues to contact potential Youth Group adult volunteers and several have expressed willingness to help out. She will follow up with those who have not responded yet. There will be a meeting Wed. Oct 10, 5:30P with Jesse and those who have already volunteered to learn more about the assistant Youth Group leader role.

Confirmation will begin in November. Specific dates will be scheduled soon.

Meals for lock-ins can be delivered 6:30 - 7P. This information will be added to the Meal Train.

Crop Walk had 22 BUCC participants, including 6 youth. We surpassed our fundraising goal with \$2500+ raised. We are exploring the possibility of hosting the 2020 Crop Walk at Bethlehem. Lily will contact Outreach Team leadership and Pastor John to gauge support for this idea. If we go forward with this, perhaps we could partner with another area UCC church.

The 2020 National Youth Event will be July 22-25 and Lily will strongly encourage youth participation.

Young Adult

Lily will extend a special invitation to our Young Adults for two upcoming events: the Oct. 17 Youth/ONA sponsored Queer Eye viewing and discussion, and the Oct. 19 Carrot Way service opportunity.

We will begin Habitat trip planning earlier this year in anticipation of choosing a destination other than Flint that is further away. Nov. 10 or 17 after church are possible meeting dates.

Our next meeting will be November 13, 1pm.

Submitted by Katie Rowan