

BUCC LEADERSHIP COUNCIL: January 23, 2020: 6 PM

Present: - John Sanford- President, Jim Rowan-Treasurer, Ron Dechert - Vice President, Judy Coucouvanis - acting secretary, Sue Wortman (via video conference), Pam Rutledge, Pat Huibregtse, Pastor John Kennedy

Guests: Pastor Lily Tinker Fortel, Karen Samford (chair of Finance Ministry Team) and Rev. Gregg Carlson (Center for Progressive Renewal via teleconference),

The meeting was called to order by President John Samford at 6PM. Pastor John led Leadership Council with an opening prayer

- Teleconference with Rev. Gregg Carlson of Center for Progressive Renewal (CPR)/Convergence:
 1. Proposed consultation to help BUCC with strategic plan for core values, growth, vision, future direction with next steps
 2. Overview of proposal from CPR submitted December 2019: See Proposal at: <http://cpr.bidsketch.com/client/portal/info/1nus3j-yxn3-foi>
 3.
 - Confidential Survey of 60 questions to be shared with LC in advance of distribution (survey is completed online and takes about 10 minutes); typically receive 60-75% participation; comments are shared with LC,
 - Site visit with face to face conversations/interviews with members of the congregation, small groups, and church leadership following completion of surveys during a 3 day week-end:
 - Coaching of senior pastor and implementation team, Recommendations and Final report with presentation
 - Cost is significant at \$18,900 plus travel; requires approval of congregation

Action:

1. Ask pertinent questions of references from current and past congregations that used CPR
2. Ron will take the lead in generating questions of references and circulate to LC for additions; i.e. what was the congregational response to the survey? was it worth the cost? What types of changes have occurred in your congregation? etc
3. Continue discussion during February LC meeting

- Old Business:

1. Caring cuts with Renewal Hair Salon on Sunday, January 19, 2020 S: extremely well received and went well for everyone;

Action:

1. at the close of LC meeting Sue W. offered to write a thank you note to the salon; Consider offering as a future event

2. Minutes from 12/5/20 meeting of Leadership Council as submitted 1/7/2020 approved with following amendments.
 1. **Discussion regarding Bethlehem Cemetery** . . . “the Cemetery Board could become structured more like a ministry team, with one elected chair and one secretary, then other members of the board could be invited/encouraged to volunteer to serve on this board.”
 2. **Finance Ministry Team** “Leadership Council should work with this team when it comes to “unbudgeted” spending requests”.
3. No action on changing number of Cemetery Board members

- New Business

1. Next Generation Leadership Initiative (NGLI): Lily Tinker Fortel

“I would like to apply this year for the Next Generation Leadership Initiative. This is a project of the UCC Pension Boards. Here is a succinct description: “[NGLI] is a leadership development initiative that equips, energizes, and empowers younger United Church of Christ local church pastors to build vibrant congregations that change lives and further God's mission in the world.”

The initial application materials are due February 1. In order to apply, NGLI requires a pastor's congregation to submit a "Congregational Support Document," affirming the congregation's intent to support the Pastor/applicant's participation in NGLI.

Here is a link to the Congregational Support Document, which outlines the congregational responsibilities:

https://www.pbucc.org/images/pbucc/ministerial_assistance/ngli/Intent_to_Apply_Congregational_Support_Document_2020.pdf

Here is a link to an NGLI FAQ:

<https://www.pbucc.org/index.php/ngli/q-a>

And to the NGLI home page with additional information:

<https://www.pbucc.org/index.php/ngli/information-and-application>

I first learned about NGLI at General Synod this year. Then, met the director at an event in Michigan last fall. I have several friends who are/were in NGLI and have found it hugely meaningful, supportive of their ministry, and enriching for their congregations. I've been encouraged to apply, even though I'm just a bit outside of the age requirement.

Action: Motion to support Lily's application made by Ron Dechert and approved

2. Proposal from Jeff Wortman regarding Fellowship Hall print sales

“I've been meaning to talk with you about an idea that's been brewing since the church decided to use my photographs in Fellowship Hall. I've had many wonderful unsolicited comments and some inquiries as to whether the prints are for sale. My idea is to let members and visitors purchase the print for the direct costs plus a contribution to the church. For example, the cost for the most common 24x36 prints is \$65. In addition, they would make a \$50 contribution to the church for a total cost of \$115. I've researched the costs from several photography sources and the typical cost for canvases that size is \$225 - \$260. With a

much higher direct cost for the larger 40x60 prints (\$280) I think a larger contribution would be appropriate. This keeps the costs much lower than the market prices and provides a contribution to the church.”

Action: Approved. The church office will handle the sale and the person who requests the print will receive a receipt for their contribution. The office will see that Jeff gets reimbursed. Jeff will develop a flyer that might be available in Fellowship Hall explaining that the prints are available for sale with a contribution.

- Reports from Task Forces:
 1. Rental Task Force met 1/8/2020
 2. Photos of spaces to rent are now on the BUCC Web site
- Reports from Ministry Teams liaisons:
 1. Review of Congregational Survey and team goal setting in progress
- Report from Pastor John
 1. Stephen Ministry team: assigned 2 new people
 2. Pastor John working with Ron D on Staff Relations
 3. 6 new members joining BUCC
 4. Caring Cuts went extremely well; 60 people had haircuts, would like to repeat this event, making connections with community organizations (Safe House, Delonis Center, Ozone House, Peace Neighborhood Center)
 5. Planning center: organizational tool to plan worship services being introduced
 6. Confirmation on Pentecost Sunday; 6 confirmands
 7. Lily leading multiple and creative faith based activities

Meeting closed with Lord’s Prayer at 8:45

Respectfully submitted.
Judy Coucouvanis (acting secretary)

FINANCE MINISTRY MEETING MINUTES
January 9, 2020

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

Monthly Financial Reports - The monthly reports for December were not yet available.

Flow chart showing process for Unbudgeted Funding Requests – Edgar Vasquez is working on this. We agreed a request for funds from McKay would go directly to Pastor John as the Finance Team has no say in McKay spending. A request form should be filled out and submitted to Finance for informational purposes.

Congregational Self-Reflection Summary – Jim Rowan pointed out the flow chart showing the process for unbudgeted funding requests is also a goal.

BUCC Checking account – We discussed the checking account which contains both General and Memorials & Gifts funds.

Financing non-essential church upgrades – A number of options were discussed. Our position will depend on the cost and other factors.

The meeting was closed with the Lord's Prayer

Next Meeting – 7:00 PM, February 20, 2020 (1 week later than usual)
Submitted by Karen Samford

FACILITIES MINISTRY
Meeting Minutes of 01/14/2020

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

The meeting was called to order at 3:57 pm.

FINANCIAL REPORTS:

- a. The M & R budget stands at 91% used and of the Emergency Repairs budget only 18% has been used. The Security line item is at 511% due to the payment for the new cameras installed. Tom and John I. will do undesignated fund request to Finance that will hopefully move that \$3,931.00 to another source. The Elevator fund is at 127% spent; this is due to the new state regulation that was not received until after the budget had been finalized. This increase will be built into the next budget. While some funds are decidedly out of balance for this time of the year, the entire Facilities budget is just over 50% used for the fiscal year.
- b. We have not used any funds from the Feldkamp, Property Improvement or Heating/Cooling funds.
- c. The McKay funds report was not available.

OLD BUSINESS:

- a. Ken Cook installed the new solenoid valve on the main-kitchen garbage disposal 12/12/2019. We are aware that there will continue to be a leak during use; this can't be remedied without replacing the entire disposal at a significantly greater cost. Women at Bethlehem will reimburse the church for this repair.
- b. Butcher & Butcher completed their work and sent a detailed photographic report showing the work completed and the additional work they would advise having Grunwell & Cashero do. Jalane from G-C will meet with Facilities Thursday, 01/16/2020.
- c. Ron Dechert informed LC that Facilities is requesting that refurbishing the Schmale Lounge be re-prioritized for consideration soon. Facilities recommends seeking new estimates for this possible work. LC agreed with seeking new bids for this work provided there is no additional unanticipated expenses for obtaining these estimates. Once the new estimates are obtained, facilities will need to get endorsement from LC, [and possibly the congregation depending on the total cost], before any work can take place. There was also a suggestion that perhaps the project be enlarged to include some work in the Chapel [carpet to match if that is the flooring choice for the lounge] and the kitchenette [new cabinets] as examples. We aim to find a group of people to work on this.
- d. Steve Darr had people look at the water damage on the FH wall across from the Women's restroom. The conclusion is that ground water is the culprit. Payeur's foundation work on the south wall stopped at that time. There is no paint damage coming down the wall to indicate that the roof is involved. We have ordered downspout extensions for the south wall; it appears the old ones were stolen because they were copper. A 10-foot extension will be added to the downspout on the 4th Avenue canopy exit and additional soil be added to improve the grade away from the building in that area.
- e. The Clean-up Day has been added to the calendar for 02/22/2020.

- f. The new exhaust fan for the 1966 addition is expected in the next 2-3 weeks. CMR will then advise of an installation date. An unbudgeted fund request will be sent to Finance.
- g. Tom and John I. met with Jon Brooks to request bids for cleaning and/or painting the mail-drop door, the 4th Ave. narthex entrance doors, and once the water problems are resolved, the stairway wall leading to the balcony, the SW ceiling area in the sanctuary, and the FH wall across from the Women's restroom. Tom and John will also put some weather stripping on the 4th Ave. narthex doors in hopes of quieting the wind noise.
- h. Welcome Team is considering replacing the carpet at the elevator exit on the sanctuary level, and repairing and painting the walls in that hallway area. Julie purchased a curtain for the window in the hallway and hung it with Tom's assistance.
- i. The logistics for the Cuts that Care event [Sunday 01/19/2020] are in place.

NEW BUSINESS:

- a. In response to the extreme overheating in the sanctuary for the Christmas Eve services, Lance [Precision] turned down or off the heat going from the boiler to the sanctuary radiators. He suggested replacing the regulator [vintage 1966]. The action taken to date has solved the problem [a comfortable temperature has been maintained by the new A/C-Heating system. The remainder of the building has been fine. Based on these facts we will not have the regulator replaced now.
- b. The floodlights on 4th Ave. have gone out again; Jim Stadel checked the timer and has called Vedder to repair.
- c. All team members are to consider what we might want in a job description for a part-time maintenance/gardener. We need to consider how many hours/days per week and would it perhaps be for just a few months, i.e. May-September/October?
- d. The fabric on many of the sanctuary pew cushions has worn through. We'll investigate possible solutions.

The meeting adjourned at 5:35 pm.

NEXT MEETING: Tuesday, February 11th at 4:00 pm.

Respectfully submitted,
Michelle Loukotka

EDUCATION MINISTRY TEAM MINUTES
January 8, 2020

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

Mission Projects –

The Advent potluck raised about \$120.

Easy Water for Everyone – Nancy will come up with a model of the dialyzer filter or the water storage tank. Jane will get in touch with Fritz Port to have him provide photos to Nancy to help in making the model and will ask if he can do something during children’s time as well as after church during the Stone Soup lunch on February 23rd.

Habitat of Genesee County – Eileen will remind Lily to contact them to see if they have something like the house shaped boxes we used to collect for them last year.

Stone soup – We will do this on February 23rd which is a confirmation Sunday. The Sunday School class will make posters in January.

St. Patrick’s Day Cookies – Tentatively we will decorate and sell cookies on March 15. Jane will contact Paul and Barb Marshall to see if they are willing to help bake the cookies on Saturday.

Sunday School Curriculum – Eileen will have Lily invite Sarah Herwick to our next meeting on February 5th.

Miscellaneous –

Eileen will check with Lily on the Mr. Rogers movie.

Tom Zieseimer stopped by to say the church will have a clean-up day on Saturday, February 22nd.

Eileen will measure the cork bulletin boards in the Nursery/Toddler room as they need to be replaced.

Karen will update our Email groups as follows:

Nursery/Toddler (to 1st grade) – bucc.childcare: Jenell Buday, Caroline Ashenfelter, Jennifer Vasquez, Diana Slaughter, Christina Wilk, Jane Schmerberg, Eileen Koprowski, Kelsey Postler

Sunday School Teachers (Grades 2-7) - bucc.teachers: Jan Eadie, Julie Feldkamp, Nancy Pieske, Jill Schwartz, Jane Schmerberg

Education Ministry Team - bucc.education: Eileen Koprowski, Jan Eadie, Julie Feldkamp, Wanda Modica, Nancy Pieske, Jane Schmerberg, Karen Samford, Christina Wilk, Pastor Lily, Pastor John

Next meeting is 6:30, February 5th.

Submitted by Karen Samford

WORSHIP MINISTRY TEAM
Minutes, January 13, 2020

Present: Caroline Ashenfelter, Harriette Ehnis, David Hahn, Pastor John Kennedy, Gary Rogers, John Samford, Pastor Lily Tinker Fortel, Jennifer Vasquez, and Tom Zieseemer
Invited Guests: Gary Kade and Gail Jennings

John Samford offered a prayer to begin the meeting. Minutes of the previous meeting were accepted without change.

OLD BUSINESS

A. Review of Christmas Eve Services

- (1) 5 pm family service attendance slightly less than previous 2 years. It was suggested to include more people to tell the story (bring in more voices).
- (2) Attendance at the 7:30 pm service was around 250.
- (3) Attendance at the 11 pm was around 70 worshipers. The suggestion was made to have a more intimate experience by gathering the people in a circle for the candle lighting portion of the service. There was discussion as to the timing of that service. Perhaps 10:30 pm versus 11 pm.
- (4) There are lots of leftover stickers that can be used in 2020. If need be, more can be ordered in September.
- (5) The following comments related to music were made: a few things were done differently at the 7:30 pm service including different arrangements of traditional hymns. So far, only 2 people have told us that "they want to sing them regular". Consensus of the team was that we should embrace the beautiful enhancements and help the congregation get used to some new ways of singing throughout the year.

NEW BUSINESS

A. Creative Worship

- (1) The team reviewed the January 12th service. Planning and being involved helped enhance the spiritual experience. Remembrance of baptism, coming out of the wilderness, and the importance of water/rivers in our lives was very effective. The team received much feedback on the "look and feel" of the experience. It took about 2 weeks of advanced planning with a small team to accomplish this. It was determined that this may not be something we can do every week but the group does want to bring creativity to themes/seasons such as Lent, Pentecost, Advent etc. Resources are available for any expenses to be incurred when we add these enhancements. It was pointed out that we need more lead time for the sound team. Lots of things happened in this service including: video, river sounds, fabric display, fountains. River sounds during transitions were a great filler and it was suggested to consider background sounds for other services thus enhancing the radio/recorded version of the service. People who called Harriette liked being able to speak their prayers aloud. Although they are unused to doing, this they did not feel uncomfortable. Some people specifically mentioned they liked facing each other during that time of reflection. Everyone loved how all the pieces fit together. David suggested that it would have been good to **end the service with everyone**

up there as opposed to going back to the pews. The welcome team enjoyed the one scripture reading and paring down the last hymn to 2 verses. It was noted that future services do not have to have as many change components but the team wants to look forward to meaningful changes. It was suggested that there be more communication between teams to share what we are doing so that other teams can leverage new initiatives. Discussion then ensued related to strategies for videoing our service, putting clips on the website and posting on social media, using community access/cable etc. Lily would like to incorporate the youth into these plans.

(2) Around Valentine's Day perhaps we could focus on love/different kinds of love.

(3) Plans for the upcoming Lenten season then followed. Pastor John shared his thoughts regarding a theme such as "we are all disciples."

(a) Large sheets of paper placed around the sanctuary picturing the disciples and their characteristics.

(b) Use a wooden cross in the sanctuary and moving it forward in the center aisle each week during Lent. Pastor John is looking for volunteers to help. The Lenten Service Project, Easy Water for Everyone and Habitat for Humanity in Flint, have been determined. How can our worship service theme tie into these efforts?

(4) Ash Wednesday: Morning imposition of ashes has had low attendance. Last year ashes were taken down to the bus stop. Plans for 2020 are yet to be determined. There will be a noon service and a 7:00 pm service that day.

(5) Sundays in Lent: "All of us are disciples" using large sheets of paper listing characteristics of individual disciples with their strengths and weaknesses.

(6) Good Friday: Noon service will include Gail's organ meditation program. It was suggested that readings be included to make it reflective. The 7 pm service will feature the choir.

(7) A Lenten Special Committee: Pastors John and Lily, Caroline, Harriette, David, and Jennifer will meet in early February prior to the regular Worship Ministry Team meeting for planning. Note that the Music Director needs a month to prepare music for services.

B. Replacement of Sanctuary Pew Cushions. John Samford pointed out that our pew cushions are showing signs of wear and tear. Facilities will get a quote on those needing repair as well as the cost to replace all cushions. We will continue discussion regarding the need for more flexible seating in the sanctuary so as to allow for more movement during services. We are to keep in mind seating capacity to accommodate future rentals. The team also supports the concept of replacing chapel pews with chairs so as to allow for more and varied movement during worship service.

Meeting closed with the Lord's Prayer.

Next meeting is February 10th at 7 pm

Respectfully submitted, Harriette Ehnis

MEMBER CARE MEETING 1/29/20

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

Old Business:

Membership Roll Review: We reviewed the list of people to be removed from the membership rolls as well as the letter to the Leadership Council with our recommendations. We decided a few edits to the letter were necessary. Jenny will edit the letter and email it to the group for final review before submitting it to the Leadership Council.

Attendance Sheets: We discussed the frequency of these reports and our plan for reviewing them. We will continue to have the reports emailed to us on a monthly basis. We will divide the list amongst our team members once the Leadership Council approves the removal of members identified by our ministry team. Each person will be responsible for reviewing 2 pages of the report each month to see if there is a need to follow up with any members about their current involvement with the church. We will request printed copies on a quarterly basis and review as a group.

Red Cross Emergency Preparedness Training: John Samford forwarded an email to Jenny regarding training opportunities provided by the Red Cross. Julie and Jenny plan to attend the next Leadership Council meeting where a representative from the Red Cross, Emily Thayer, will provide information on their Disaster Preparedness Presentations.

New Business:

1. **Congregational Survey:** We reviewed each section of the congregational survey to determine which areas might pertain to Member Care. We determined that the responses to the following questions indicated that there was room for improvement and we may be able to develop goals to address them.

Section 1

Q1: I have a positive feeling about our congregation and its ministry.

Q2: I believe our congregation is open to evaluating its strengths and weaknesses.

Q6: I feel good about being affiliated with our church.

Section 2

Q5: I feel it does not seem difficult to get enough people to fill boards, committees, task forces, or other groups.

Section 3

Q3: I feel personally cared for and supported within my church family.

Section 7

Q8: I believe that new persons are getting involved in our congregation each year.

We plan to discuss these further at our next meeting to formulate our goals.

2. **Book Discussion:** Julie suggested that the Member Care Ministry team should sponsor a book discussion on the book, Being Mortal, written by Atul Gawande. The format could be a book and/or movie discussion group. Julie will contact Sheryl Kurze to facilitate a discussion group. Date and time TBD.

3. **New Members:** We discussed ways we could reach out to recent new members. We plan to send them a letter welcoming them to our congregation along with ways they can get involved.

Next meeting: February 26, 2020 at 3:30 pm in the Schmale Lounge.

OUTREACH MINISTRY TEAM MEETING
Thursday, January 30, 2020, 7pm
Meeting Notes

Attendees: Roy Muir, Katie Rowan, Lily Tinker-Fortel, Jane Schmerberg,
Mary Jean Raab, Laura Seyfried

- Review of current OMT financial designations account - check designated to H4H mission will be transferred out to H4H fund per Betty Clark
- Checks and letters have been issued to Alpha House, Food Gatherers & Peace Neighborhood Center using \$7,000 in budgeted funds and \$500 of designated funds - "big check" presentation to agencies suggested
- Additional organization/project to support? Funding ideas?
 1. *Easy Water for Everyone* mission project - Stone Soup fundraiser
 2. Mission Trip - not yet confirmed but likely to be a UCC trip to Cincinnati, OH
 3. H4H Genesee County - Lenten project - Faith Build Boxes for donations
 4. Movie Night (A Place at the Table) - fill up the Food Gatherers barrel; possible tie to CROP Walk; no date yet selected
- Information shared by Lily from staff meeting-
 - Haircut event a great success per volunteers Lily, Katie and Mary Jean; suggested additional give away items like underwear; more opportunity for fellowship during event by offering meal to volunteers as well as attendees
 - Rotating Shelter email sent to several ministry leaders; Laura will reply to all and ask for specific details of need since email listed many ways to help; Laura received email from Ron Dechert stating that he had already spoken with Rotating Shelter rep and asked that OMT (Laura) attend the next Leadership Council meeting to learn more about their need instead of OMT contacting RS rep directly
 - Pastor John is visiting agencies that are currently or have been funded by BUCC/OMT.

Review of church survey (Section VII includes Outreach)

- *Consider each statement (and responses) and determine which of these statements resonate with the OMT's vision and goals*
- *For those statements that resonate with this ministry team, please discuss and develop specific goals and action plans that the OMT will pursue in the coming months*
- The team reviewed the survey statements/responses and discussed them keeping in mind the role of OMT; it was challenging for everyone to directly relate all of those listed in the "Outreach" section to the work identified in the bylaws. The statements that follow are more generalized ideas for goals and action plans:
 1. Communicate OMT's need for more open conversation with Leadership Council, *especially* when new ideas are being presented
 2. Offer better accountability (reporting back) of the financial and volunteer time donated by the congregation through BUCC Outreach
 3. The month of April is "Volunteer Recognition" month; we will reach out to the congregation and ask them to share their volunteer contribution both through BUCC connections and their personal

connections; we will “present” this volunteer tracking during the month of April by asking congregants to post sticky notes with their volunteer activities on a big board at the front of the church for a visual effect of our impact; we will ask Lily to help with this project.

4. Continue partnering with the other ministry teams to promote and support outreach activities, projects, and missions

5. Consider agency invitations to worship service, mission moments, agency video presentations, inclusion of topics in children’s moment as opportunities to share Outreach support with the congregation

6. Utilize SignUpGenius to recruit volunteers for more Outreach activities; need to have a dedicated email for this so the responses go to a single entity for tracking purposes.

Closing prayer/adjournment

Next meeting - Thursday, April 30, 2020 at 7pm (location TBD); last meeting with Laura Seyfried as OMT leader

Upcoming volunteer opportunities

- 3/1/20 - 12pm - Food Gatherers Community Kitchen/Delonis Center
- 4/5/20 - 12pm - Food Gatherers Community Kitchen/Delonis Cente

Bethlehem United Church of Christ
YOUTH AND YOUNG ADULT MINISTRY TEAM MINUTES
January 15, 2020

Present: Katie Rowan, Lily Tinker Fortel, Sarah Herwick

We welcomed Sarah Herwick as a new member of our ministry team!

Survey Response:

We discussed additional response to the survey before turning in our feedback and goals to leadership council. Lily will email Sarah what we have so far and she can add her input. It would be helpful to know demographic information connected to the responses in order to inform our team's work.

Young Adult:

We will review two books, *Searching for Sunday* and *Inspired* by Rachel Held Evans, for a possible discussion group.

There is a planning meeting for the Habitat trip later today. Information on possible trips will be shared so we can come closer to a decision on where to go. Plans for the quilt raffle fundraiser will be solidified. We need to plan ways to connect the congregation with what we are doing.

Youth Group:

There are not enough youth signed up to attend Winter Fest. Lily will explore the possibility of attending the production of Jesus Christ Superstar instead. This would be especially relevant for the confirmands as we enter into Lent.

Our next meeting will be February 12, 2:20 pm.

Submitted by Katie Rowan