

LEADERSHIP COUNCIL

Virtual Meeting Minutes: March 26, 2020 1:15 pm, Using Zoom

Leadership Council Members in attendance: John Samford, President, Ron Dechert, Vice-President, Sue Wortman, Secretary, Judy Coucouvanis, Pat Huibregtse, Jim Rowan, and Pam Rutledge, Members-at-large, John Kennedy, Pastor and ex-officio member

Absent: none

- Meeting was called to order by President John Samford and started with an opening prayer
- Minutes from 2/27/20 meeting of Leadership Council were approved (already circulated by email)
- **Old Business**
 - Update on lawsuit - The church received a legal Complaint and Summons against the church from the lawyer of a former janitor, who alleges he was injured at the church and demands compensation regarding this alleged injury which he feels was due to negligence on the part of the church. A lawyer from the church's insurance company will be meeting with this person's lawyer to discuss next steps. ([see attachment](#))
 - Congregational Meeting 3/16/2020 – postponed until conditions change ([see also Discussion on how to proceed with suggested repairs under New Business below.](#))
 - Pastor Lily Tinker Fortel was approved by Church and Ministry of the Michigan Covenant Association for an Ecclesiastical Council.
 - Pastor's Report & Ministry Team Reports – Pastor John
 - Stewardship Committee – The original plan for stewardship was for the committee to follow a package of stewardship resources however with the current pandemic shelter-in-place these resources will need to be adapted for use so the stewardship campaign can be done some other way instead of face-to-face. Pastor Lily and members of this committee are working on this.
 - Member Care Ministry Team – Since the new Covid-19 regulations this team has worked diligently to contact members by email and by phone. Thank you to all who are working on this during this emergency.
 - Worship Ministry Team – This team has been busy adapting the worship experience so although temporarily we cannot meet in large groups Worship has come up with several ways we can still worship together. The weekly Sunday service is still being broadcast by WAAM Radio but Worship has also included a visual worship experience via Facebook Live and Zoom.
 - Other changes due to the pandemic – Staff members are working from home; some congregation members are sewing masks for hospitals or retirement homes to help curb the spread of this virus. Members are looking into where these masks can be collected and delivered. A number of options are being discussed to include music during virtual worship while “social distancing”.
 - Shelter Association of Washtenaw County Rotating Shelter Program – John Samford will post information in the next Visitor to seek interest from congregation to volunteer to support the rotating shelter program.
- **New Business**
 - Ann Arbor Youth Choral FY21 Contract – AAYC indicated they would like to continue the partnership with BUCC in FY20/21. They submitted dates and cost for facilities rental based upon last year's contract cost. Leadership agreed to continue the rental with AAYC at the same rate as last year.

- Update on homeless shelter support request – The rotating shelter program has asked BUCC to consider re-engagement for next year. Ron Dechert has spoken with the program leadership and indicated that BUCC had to stop our involvement due to lack of volunteers. Ron Dechert choose April 19-26, 2021 as our week of support for the rotating shelter program, provided we have volunteer support. John Samford will send out information in the Visitor to seek volunteer support for this program.
- Discussion on how to proceed with suggested repairs to the church exterior
 - Earlier we decided to cancel the March 16 Congregational Meeting which was originally proposed to make decisions regarding repairs outlined by Grunwell-Cashero building restoration. They're proposal showed the possibility of dividing the project into 6 possible parts. Leadership Council originally determined we would have the congregation vote whether to make these repairs all at once or divide the project into 3 parts, rather than six parts. Since the congregation has voted to remain in this building LC feels these repairs are essential maintenance. It is hoped this project will help stem the interior leaks from drips within some walls. Some masonry is also loose near the roof and this project would fix these issues to alleviate the potential risk of bricks or stones falling to the ground and causing possible injuries to passers-by.
 - After further discussion LC felt we could experiment with a virtual congregational meeting. LC agreed to schedule this virtual meeting on Sunday, April 26, immediately after our virtual church service. We will not be able gather all members together on one platform for this meeting, however. For those who choose not to attend virtually but wish to vote on this maintenance proposal we will augment attendance and vote by using U.S. Postal Services. John S. will write a letter and provide a motion for vote. We will count responses to make sure we have a quorum. Ron, after further discussion with Grunwell-Cashero will create a PowerPoint to clarify the project details. Due to the Coronavirus Lock-down we will need to contact Grunwell-Cashero on when and if this project can be started this summer but LC feels it is better for the congregation to vote on this expenditure and be ready once the uncertainties of the current pandemic begin to abate. John S. will write an article explaining this proposed project to be sent out to the congregation in the next Visitor.

- The meeting closed with the Lord's Prayer

Minutes submitted by Secretary Sue Wortman

ATTACHMENT



ATTORNEYS AND COUNSELORS

JOHN T. ALEXANDER
PETER A. ANGELAS*
*ALSO LICENSED IN OHIO

30200 TELEGRAPH ROAD, SUITE 400
BINGHAM FARMS, MI 48025-4506
ALEXANDERANDANGELAS.COM
P: 248.290.5600
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March 16, 2020

John Samford
423 S 4th Ave
Ann Arbor, MI 48104

RE: *Date of Loss: April 18, 2019*
Our Client: Frederick Neville

Dear Mr. Samford:

The undersigned represents Frederick Neville in the above-referenced action filed on March 12, 2020 in the Washtenaw County Circuit Court. Attached please find the following:

1. Complaint and Summons against Bethlehem United Church Of Christ Of Ann Arbor

As you can see from the language of the Summons, you have twenty-one (21) days after receiving the Summons to file an answer to the Complaint, or to take other lawful action. If you do not answer or take other action within the time allowed, judgment may be entered against you for the relief demanded in the Complaint.

We would suggest that you promptly make your insurance carrier aware of this action.

Sincerely,

John T. Alexander

JTA/ms
Enclosure(s)

FILED IN Washtenaw County Trial Court; 3/12/2020 12:57 PM

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ATTORNEYS AND COUNSELORS

STATE OF MICHIGAN

IN THE CIRCUIT COURT FOR THE COUNTY OF WASHTENAW

FREDERICK NEVILLE,

20-000283-NO

Plaintiff,

Case No. NO

-vs-

Hon. JUDGE TIMOTHY P.
CONNORS

BETHLEHEM UNITED CHURCH
OF CHRIST OF ANN ARBOR

Defendant.

JOHN T. ALEXANDER (P43789)
ALEXANDER AND ANGELAS P.C.
Attorneys for Plaintiff
30200 Telegraph Road, Suite 400
Bingham Farms, Michigan 48025-4506
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john@alexanderandangels.com

There is no other civil action between these parties arising out of the same transaction or occurrence as alleged in this Complaint pending in this Court nor has any such action previously been filed and dismissed or transferred after having been assigned to a Judge.

COMPLAINT AND DEMAND FOR JURY TRIAL

NOW COME(S) the above-named Plaintiff, by and through his attorneys, ALEXANDER & ANGELAS, P.C., complaining against the above-named Defendant(s) and state(s) as follows:

COMMON ALLEGATIONS

1. That Plaintiff a resident county of Ingham State of Michigan.
2. That Defendant, Bethlehem United Church of Christ of Ann Arbor, hereinafter referred to as " Defendant ", has its principal place of business and/or conducts business in the City of Ann Arbor, County of Washtenaw, State of Michigan.
3. That the incident occurred in the City of Ann Arbor, County of Washtenaw, State of Michigan.

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4. That the amount in controversy exceeds twenty-five thousand dollars (\$25,000.00) exclusive of costs, interest, and attorney fees.

5. That Venue in this county is proper pursuant to MCL 600.1629(1)(a)(i).

COUNT I – PREMISES LIABILITY

6. That on or about 04/18/2019 Plaintiff was a business invitee of Defendant.

7. That on or about said date at said time, Defendant was in possession of or in control of the premises where the Plaintiff was injured as described herein.

8. That when Plaintiff was injured at Defendant's premises, Plaintiff was without any knowledge of the dangerous and unsafe condition of its premises.

9. That on or about said date at said time, Defendant, its agents, servants, and/or employees owed duties to Plaintiff to protect him from unreasonable risks of harm, and in accordance with the common law in such case made and provided, but violated said duties in at least one or more of the following particulars, so far as it is presently known:

- a. after knowing of the dangerous and hazardous conditions existing on Defendant's premises, failed to correct same and/or warn of the dangerous condition;
- b. failed to make reasonable and proper inspections for dangerous and/or hazardous conditions existing on Defendant's premises;
- c. failed to repair and/or correct and/or warn of any hazardous, and/or dangerous conditions, of which the Defendant, its agents, servants, and/or employees had knowledge, or should have had knowledge, by a reasonable and proper inspection;
- d. failed to instruct all of its agents, servants and/or employees on the proper care and maintenance of its premises, and/or in the reporting of dangerous and/or hazardous conditions on Defendant's premises;
- e. failed to provide rules, procedures for periodic safety inspections for the discovery and/or correction of dangerous and hazardous conditions on Defendant's premises;
- f. failed to provide a safe and suitable place for Plaintiff, Defendant's invitee, to walk in safety;

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- g. failed to observe all the duties of care imposed upon Defendant by the statutes of the State of Michigan, Ordinances of the City in which Defendant's premises are located and the common laws of this State;
- h. that the Defendant negligently, carelessly and recklessly maintained the premises in a dangerous condition; and,
- i. other acts of negligence revealed by discovery.

10. That on said date, a dangerous and hazardous condition existed at Defendant's premises, to wit: a heavy wood door precariously placed behind the door to the supply room.

11. That Defendant knew or should have known this wood door was precariously placed behind the door to the supply room and/or Defendant created this condition.

12. That while on said premises, the Plaintiff was, without warning, suddenly and violently struck by a falling door which was hidden behind the supply room door causing severe and grievous injuries as more particularly hereinafter set forth.

13. That Plaintiff sustained personal injuries as a direct and proximate result of Defendant's negligence as alleged herein.

14. That as a direct and proximate result of the negligence of Defendant, as aforesaid, the injured Plaintiff:

- a. sustained severe bodily injuries which were painful, disabling and necessitated medical care; including L4-5 right transforaminal interbody fusion;
- b. suffered shock and emotional damage;
- c. possibly aggravated pre-existing conditions and/or dormant conditions;
- d. was unable to attend to his usual affairs or render services as formerly;
- e. lost the enjoyments of pursuing a normal life; and,
- f. suffered a loss of past, present and future earnings and/or earning potential.

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15. That as a direct and proximate result of the negligence of Defendant and the resulting injuries to Plaintiff, Plaintiff will incur past, present and future expenses for hospitals, doctors, x-rays, medicines, medical supplies and attention.

COUNT II ORDINARY NEGLIGENCE

(Plaintiff's repeat and reallege paragraphs 1 through 15 as if more fully set forth herein.)

16. That Defendant, by and through its agents, servants, and/or employees, a common law duty of due care was owed to not unreasonably endanger others.

17. That Defendant, by and through its agents, servants, and employees, violated this duty when a heavy door was precariously placed behind the door to the supply room.

18. That Plaintiff opened the door to the supply room for the purpose of stocking supplies.

19. That Plaintiff's back was to the opened door as he was shelving said supplies, and the heavy wood door fell on to the Plaintiff seriously injuring him as aforementioned.

WHEREFORE, Plaintiff, prays that this Court grant judgment against Defendant, in an amount in excess of twenty five thousand dollars (\$25,000.00) together with an assessment of exemplary damages, costs, interest and attorney fees as allowed by law.

Respectfully submitted,

Law Offices of
ALEXANDER & ANGELAS, P.C

By: /s/ John T Alexander
JOHN T. ALEXANDER (P43789)
Attorney for Plaintiff
30200 Telegraph Road, Suite 400
Bingham Farms, MI 48025
(248) 290-5600

DATED: March 12, 2020

FILED IN Washtenaw County Trial Court: 3/12/2020 12:57 PM

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ATTORNEYS AND COUNSELORS

STATE OF MICHIGAN

IN THE CIRCUIT COURT FOR THE COUNTY OF WASHTENAW

FREDERICK NEVILLE,

20-000283-NO

Plaintiff,

Case No. NO

-vs-

Hon. JUDGE TIMOTHY P.
CONNORS

BETHLEHEM UNITED CHURCH
OF CHRIST OF ANN ARBOR

Defendant.

JOHN T. ALEXANDER (P43789)
ALEXANDER AND ANGELAS P.C.
Attorneys for Plaintiff
30200 Telegraph Road, Suite 400
Bingham Farms, Michigan 48025-4506
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john@alexanderandangels.com

DEMAND FOR JURY TRIAL

NOW COME(S) the above-named Plaintiff, by and through his attorneys, ALEXANDER & ANGELAS, P.C., and hereby make formal demand for a trial by jury of the facts and issues involved in this action.

Respectfully submitted,

Law Offices of
ALEXANDER & ANGELAS, P.C

By: /s/ John T Alexander
JOHN T. ALEXANDER (P43789)
Attorney for Plaintiff
30200 Telegraph Road, Suite 400
Bingham Farms, MI 48025
(248) 290-5600

DATED: March 12, 2020

FILED IN Washtenaw County Trial Court; 3/12/2020 12:57 PM

Approved, SCAO	Original - Court 1st copy - Defendant	2nd copy - Plaintiff 3rd copy - Return
STATE OF MICHIGAN	SUMMONS	CASE NO.
JUDICIAL DISTRICT 22nd JUDICIAL CIRCUIT COUNTY PROBATE		20-000283-NO NO

Court address: 101 E Huron Street, Ann Arbor, MI 48107-8645
 Court telephone no.: 734-322-3001
 JUDGE TIMOTHY P. CONNORS

Plaintiff's name(s), address(es), and telephone no(s).
 Frederick Neville

Plaintiff's attorney, bar no., address, and telephone no.
 John T Alexander (P43789)
 Alexander & Angelas, P.C.
 30200 Telegraph Road, Suite 400
 Bingham Farms, MI 48025-4506
 248-290-5600

v

Defendant's name(s), address(es), and telephone no(s).
 Bethlehem United Church of Christ
 423 S 4th Ave
 Ann Arbor, MI 48104

Instructions: Check the items below that apply to you and provide any required information. Submit this form to the court clerk along with your complaint and, if necessary, a case inventory addendum (form MC 21). The summons section will be completed by the court clerk.

- Domestic Relations Case**
- There are no pending or resolved cases within the jurisdiction of the family division of the circuit court involving the family or family members of the person(s) who are the subject of the complaint.
 - There is one or more pending or resolved cases within the jurisdiction of the family division of the circuit court involving the family or family members of the person(s) who are the subject of the complaint. I have separately filed a completed confidential case inventory (form MC 21) listing those cases.
 - It is unknown if there are pending or resolved cases within the jurisdiction of the family division of the circuit court involving the family or family members of the person(s) who are the subject of the complaint.

- Civil Case**
- This is a business case in which all or part of the action includes a business or commercial dispute under MCL 600.8035.
 - MDHHS and a contracted health plan may have a right to recover expenses in this case. I certify that notice and a copy of the complaint will be provided to MDHHS and (if applicable) the contracted health plan in accordance with MCL 400.106(4).
 - There is no other pending or resolved civil action arising out of the same transaction or occurrence as alleged in the complaint.
 - A civil action between these parties or other parties arising out of the transaction or occurrence alleged in the complaint has been previously filed in this court, _____ Court, where it was given case number _____ and assigned to Judge _____.
- The action remains is no longer pending.

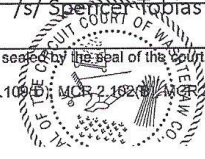
Summons section completed by court clerk. SUMMONS

NOTICE TO THE DEFENDANT: In the name of the people of the State of Michigan you are notified:

- You are being sued.
- YOU HAVE 21 DAYS** after receiving this summons and a copy of the complaint to **file a written answer with the court** and serve a copy on the other party or **take other lawful action with the court** (28 days if you were served by mail or you were served outside this state).
- If you do not answer or take other action within the time allowed, judgment may be entered against you for the relief demanded in the complaint.
- If you require special accommodations to use the court because of a disability or if you require a foreign language interpreter to help you fully participate in court proceedings, please contact the court immediately to make arrangements.

Issue date	Expiration date*	Court clerk
	6-11-2020	/s/ Spencer Tobias 3/12/2020

*This summons is invalid unless served on or before its expiration date. This document must be sealed by the seal of the court.
 MC 01 (9/19) **SUMMONS** MCR 1.109(b), MCR 2.102(b), MCR 2.103, MCR 2.104, MCR 2.105



PROOF OF SERVICE

SUMMONS
Case No. _____

TO PROCESS SERVER: You are to serve the summons and complaint not later than 91 days from the date of filing or the date of expiration on the order for second summons. You must make and file your return with the court clerk. If you are unable to complete service you must return this original and all copies to the court clerk.

CERTIFICATE / AFFIDAVIT OF SERVICE / NONSERVICE

<input type="checkbox"/> OFFICER CERTIFICATE	OR	<input type="checkbox"/> AFFIDAVIT OF PROCESS SERVER
I certify that I am a sheriff, deputy sheriff, bailiff, appointed court officer, or attorney for a party (MCR 2.104[A][2]), and that: (notarization not required)		Being first duly sworn, I state that I am a legally competent adult, and I am not a party or an officer of a corporate party (MCR 2.103[A]), and that: (notarization required)

- I served personally a copy of the summons and complaint,
- I served by registered or certified mail (copy of return receipt attached) a copy of the summons and complaint,

together with _____
List all documents served with the summons and complaint

_____ on the defendant(s):

Defendant's name	Complete address(es) of service	Day, date, time

- I have personally attempted to serve the summons and complaint, together with any attachments, on the following defendant(s) and have been unable to complete service.

Defendant's name	Complete address(es) of service	Day, date, time

I declare under the penalties of perjury that this proof of service has been examined by me and that its contents are true to the best of my information, knowledge, and belief.

Service fee	Miles traveled	Fee	TOTAL FEE	Signature _____
\$		\$		
Incorrect address fee	Miles traveled	Fee	TOTAL FEE	Name (type or print) _____
\$		\$		

Title _____

Subscribed and sworn to before me on _____, _____ County, Michigan.
Date

My commission expires: _____ Date Signature: _____
Deputy court clerk/Notary public

Notary public, State of Michigan, County of _____

ACKNOWLEDGMENT OF SERVICE

I acknowledge that I have received service of the summons and complaint, together with _____ Attachments

_____ on _____
Day, date, time

Signature _____ on behalf of _____

FACILITIES MINISTRY TEAM - BUCC
Meeting Minutes of 03/10/2020

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

The meeting was called to order at 4 pm.

The minutes of the 02/11/2020 meeting were approved as printed.

FINANCIAL REPORTS:

No financial reports were available.

- a. Emergency repairs & M & R
- b. Feldkamp, Property Improvement or Heating/Cooling funds.
- c. The McKay funds

OLD BUSINESS:

- a. Vedder's disabled the damaged electrical outlet in Classroom E. It was capped off; the electrician noted details about this action on the inside of the plate.
- b. Dennis Herrst from Payeur Foundation inspected the damage to the wall across from the women's room in the FH. He does not believe the water is from the foundation. He recommended we investigate the cold air return under the stairs that lead to the sanctuary in that area. That will be undertaken.
- c. We are still waiting for a bid from Mick Silkworth to redo the porch on Lily's house.
- d. John I. spoke with Jon Brooks to let him know they have been approved to redo the sanctuary doors on 4th Ave. as well as the door on the north side of the 1933 entryway on 4th Avenue. We also requested that he scrape the south wall on the landing outside the gym but not proceed with further finishing work until the roof repairs have been completed. He has not yet accepted or rejected the work on the wall.
- e. Tom shared the two bids we received to repair and paint the hallway from the elevator to the sanctuary on that level with Kurt Schmerburg. They will discuss them at their 03/18/2020 meeting and let us know if they wish to over that renovation.
- f. On 03/10/2020 Ken Cook Plumbing pulled the toilets and sink in the old women's restroom outside the FH and sealed and closed the water serving that room. The leaky urinal was removed from the men's room outside the FH. That is slated to become a gender-neutral restroom in the future.
- g. Facilities agreed to replace the water fountain on the 2nd floor across from the Choir Room with a hydration station. We may replace the one across from the office in the future.
- h. We turned down the proposal by an outside firm to rent spaces in the parking lot.
- i. LC drafted a policy about the use of the bookcases in the Schmale Lounge. They also set up a form to use in requesting to put up a display. The decision will be made by Pastor John.
- j. LC agreed to house the rotation shelter program for one week in 2021 providing we have adequate volunteers. A week in November was preferred by LC but it had already been assigned. Ron will report back to LC at this month's meeting that we are tentatively scheduled in April 2021.

NEW BUSINESS:

- a. The Worship Team requested that Facilities investigate the cost of recovering the pew pads in the sanctuary—many are torn or severely worn. Tom got a ballpark estimate of \$3,700.00 from Rendel's Upholstering to do the pews in the two main sections on the main floor. Adding the two side sections and the balcony was estimated to be about 2½ times as much. Facilities feel that Worship should undertake this work or request that LC prioritize the project on the current long-term schedule.
- b. A leak from the radiator on the north wall of the sanctuary immediately to the right of the door across from the sacristy was discovered recently. Lance from Precision will investigate this week.
- c. Tremco resealed an area on the flat room outside the choir room. This is under warranty; no charge was made to us.
- d. The youth basketball group renting the gym has extended their contract to mid-June. Two new groups inquired about gym rentals this month.
- e. The Archives Committee is working on their new space. They hope to organize things to make it an historical resource for the congregation and others interested in Bethlehem's background.

The meeting adjourned at 5:20 pm.

NEXT MEETING: Tuesday, April 21st at 4:00 pm.

Respectfully submitted,
Michelle Loukotka

EDUCATION MINISTRY TEAM MINUTES
March 4, 2020

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

Eileen shared quotes from “The Boy The Mole The Fox and The Horse”, a book by Charlie Mackesy.

Mission Projects –

Current total (less the coins collected on March 1) is \$818.10. Our goal is \$3,200.

We will collect coins during the opening hymn rather than during Children’s Time.

Cookies for St. Patrick’s Day – Cookies have been purchased. Paul and Barb Marshal will have the frosting ready for Sunday morning. The youth will decorate and sell cookies on March 15 during coffee hour. Jane will bring the cash register.

Cork Boards – We looked at the old cork boards in the Nursery/Toddler room. Jane and Eileen will measure them on Sunday and decide what to order to replace the current cork.

Sunday School Curriculum – Lily will ask Sarah if she can come to our meeting next month.

Meeting Dates – We will continue to meet on Wednesday evenings.

Table Decorations – Fellowship is having potluck brunch on Palm Sunday. The Sunday School class will make decorations on March 22nd. Jan and Nancy will be in the class that day.

Easter Baskets – In the past, Lily has made baskets to give out to children on Easter Sunday. We will help assemble this year’s baskets at our April 1st meeting.

Banners – We hung Banners from previous Confirmation classes in the short hall near the Sunday School room to make it more inviting.

Next meeting is 6:30, April 1st.

Submitted by Karen Samford

WORSHIP MINISTRY TEAM
Minutes for Monday March 9, 2020

Present: Jennifer Vasquez, Pastor John Kennedy, Gary Cade, Marsha Rinke, Gary Rogers, Pastor Lily Tinker Fortel, John Samford, Caroline Ashenfelter (by phone, 1st 30 minutes)

1. Opening Prayer Marsha: a devotion and prayer from “Jesus Calling”
2. Review of February 10th Minutes Accepted as written
3. Old Business
 - a. Feedback on Feb 16th “Love” Worship Service
 - i. The office received a letter from a valentine recipient expressing thanks for receiving the note prepared during worship.
 - ii. There are still some “left over” valentines which could be distributed to those identified as appropriate recipients.
 - iii. Visual aids obviously aren’t effective over the radio or on the Podcast.
 - iv. Feedback has mentioned “a lot going on” in worship—perhaps too much?
 - b. Feedback on Ash Wednesday, Lenten Services 3/1, 3/8
 - i. Ash Wednesday’s noon service was “short, sweet, and small,” per Pastor John. The evening service was not well attended; it was held during the beginning of a snowstorm. (Choir practice that night was sparse too.)
 - ii. Sunday Services 3/1 & 3/8:
 1. Multiple scripture readers well received, requires more sound prep
 2. Sermons shortened to 15 minutes, listeners more “plugged in”
 3. The Children’s time & sermon can be unnecessarily redundant
 4. Many coins collected by the children, even the contents of “old jars in the basement” which should be checked for rare coins.
 5. The choir’s procession and arrangement up front needs to be considered when placing sails, screens, cloth, etc. Choir could come up side aisles, but still need room “up front.”
 6. The baptismal font lid could be left off and placed on the altar atop a white cloth to avoid scratches.
 7. Moving the rocks to the back of the sanctuary would increase accessibility and decrease focus on a congregant taking one.

8. The baptismal font could be moved to Lois' corner area, beside the aisle (to allow the choir to process in.) Pastor John put a strainer in it to stop rocks placed in it from marring the marble. A sign by it could assure folks "God loves you with no takebacks," and offer an opportunity to deposit rocks.

c. Hearing Devices Update

Harriet submitted an Unbudgeted Funding Request to the Finance Ministry Team for six devices, based on two bids Jim Stadel obtained. These devices work both for those with hearing aids and those without.

4. New Business

a. Lenten Sunday Planning The group split in two to tackle the next two Sundays.

i. 3rd Sunday 3/15: Pastor Lily, Gary Rogers, Jennifer Vasquez, John Samford

ii. 4th Sunday 3/22: Pastor John, Gary Cade, Marsha Rinke

Jennifer provided printouts of spreadsheets similar to those used for prior Sundays for the groups to enter details for the Sundays they planned.

Services from March 29 through Easter have yet to be planned in detail (subsequent meeting.)

iii. 5th Sunday 3/29

iv. Palm Sunday (Pastor Lily preaching) 4/5

b. Maundy Thursday 4/9 Pastors John & Lily

c. Good Friday 4/10 Pastor John

d. Easter 4/12 Pastor John

e. Music Update for Lent/Easter Services

As neither David nor Gail were in attendance, John Samford pointed out there is a shared document with the choir's anthem schedule. He fetched his choir folder for those planning the 3rd & 4th Lenten services to see those services' anthems. He has also provided the office lyrics for anthems on 3/15, 3/22, 4/5 and 1 of 4 for Easter; **still need** 3/29 (Thy Will Be Done -- Pepper Choplin) and 3 for Easter (Kyrie Eleison from Messe Solennelle by Louis Vierne

Sinfonia & Christ Lay in the Bonds of Death from BWV 4 by J.S. Bach

The Lord Reigneth by Michael Cox)

f. Planning for Mother's Day – not done

5. Next Meeting/Next Steps

- a. Next meeting Monday March 23, 7 PM to plan for the remainder of Lent/Easter and Mothers' Day.
- b. Skip April Meeting originally planned for 4/13, the day after Easter!

WORSHIP MINISTRY TEAM

March 31, 2020

6pm via Zoom

1. Opening Prayer Gary Rogers

2. Old Business
 - a. Review of 3/29 Worship service

 - b. Feedback: uplifting, presence in sanctuary, music came across very well, suggestion to zoom in a little closer to video screen, strong message. Electronic version of the bulletin is very helpful. Radio intro and fade-out was perfect. Closed captioning still being requested.

3. New Business
 - a. Palm Sunday Pastor Lily

Moving to a pre-recorded service. Members to record music, including Gail & Andy. Simple message, lots of music. Lily & Steve doing some editing and having some live components along with pre-recorded video. How to handle real-time prayer requests. Roundtable pulpit helpful in scripture discussion. Call for pictures of palms to send in.

 - b. Maundy Thursday Pastors John & Lily

Looking for a small group experience via Zoom and broadcasting to FB live. Readings by multiple participants. Short meditation with theme of hands. Have something to represent the elements to remember the Last Supper. Service at 7pm. FB posts and emails ahead of time.

 - c. Good Friday
Gail & Andy preparing something similar to last year. You Tube video with meditative music. 7pm service can be a Zoom/FB live event. About 7-8 readings and candles. Each person does the reading and extinguishes a candle. Final candle is put into a "tomb". Harriette to solicit readers (WMT team members + youth). Starts with a call to worship/focus. David to provide music on piano. Lyrics in bulletin. Suggestions: "Were You There?"; what else? Lily and Jennifer to figure out how to do Zoom and FB.

 - d. Easter
David is working on pre-recording for Easter Sunday. Pastor John wants to do a live stream from the cemetery at sunrise (with his daughter Sarah). David needs an order of service in order to produce this video. **Deadline: Wed April 8.** How to do communion? Pastor John has a rough outline but needs to settle it with David. Other contributors: call to worship, readers, musicians. Hymn suggestions: Christ the Lord is Risen Today. Call for photos to relate to the theme of resurrection, people helping others, etc.

4. Closing with the Lord's Prayer

5. Next Meeting: Tues April 7 6pm (keep this as a standing mtg) Pastor John to send link to the Zoom call.

Notes

Radio Broadcast: we will send them an audio file or they can pull the audio from our FB live stream

From Gail Jennings

Piano Prelude, Offertory & Postlude ideas for **Easter**: she will send pre-recordings

Easter selections from MESSIAH (I could prerecord)	GF Handel
Hallelujah Chorus (I could prerecord)	GF Handel
Hallelujah (I could prerecord)	WA Mozart
Toccatà (last # on the BUCC Organ dedication CD)	CM Widor

Gary will send a solo Trumpet WERE YOU THERE

If Lily needs Prelude, Postlude for this week, I have several pianos pieces (Prelude, offertory postlude) for **Palm Sunday** if need be.

Andy will send Gwenda the **Good Friday Vigil** YOUTUBE by Tuesday, April 6. It's his channel, so you would just need to click on the link -no transfer needed.

MEMBER CARE MEETING
3/4/20

Old Business:

Membership Roll Review: Jenny attended the Leadership Council meeting on February to answer any questions that the group might have. Our recommendation was approved. We discussed the process and whether changes need to be made to the By-laws and if the bi-annual review is too frequent. They asked that we make a recommendation to Leadership on possible changes to the process and the by-laws. Judy will draft a recommendation

Attendance Sheets: We need to divide the list once members have been removed. Jenny is checking with John Samford on whether that has been done yet (John confirmed that the staff made the changes) February attendance report should be published this week.

Red Cross Emergency Preparedness Training: Julie and Jenny attended the Leadership Council meeting where a representative from the Red Cross, Emily Thayer, provided information on their Disaster Preparedness Presentations. John Samford requested that we make a recommendation to Leadership on how to proceed. Jenny will contact Emily about format and draft a recommendation.

Book Discussion: Julie contacted Sheryl Kurze to see if she is available to facilitate a discussion group. Sheryl agreed to facilitate a discussion group and she and Jenny discussed format and potential dates. She recommended two 1.5 hour sessions to get the most out of the book and related discussion. 8 - 14 participants is ideal. Participants should be given at least a month to read the book. We need to decide on the dates and times (afternoon or evening), location, meal or no meal included, and communication to members. Jenny will draft an invitation to the congregation to participate in the book group. We will set date(s) once we establish who is interested in participating.

New Members: We need to develop a letter to new members, welcoming them to our congregation along with ways they can get involved. Sue will draft a letter for us to review.

Congregational Survey:

Section 3 Q3: I feel personally cared for and supported within my church family.

We decided that this survey response was definitely within the realm of our ministry team. We work on establishing goals at our next meeting.

Next meeting: Wednesday, March 26 at 3:30 pm.

Bethlehem United Church of Christ
YOUTH AND YOUNG ADULT MINISTRY TEAM MINUTES
March 19, 2020

Zoom Meeting: Katie Rowan, Lily Tinker Fortel, Sarah Herwick

Youth:

Lily has been texting with youth and parents, including recent high school grads, to check on how they are doing with all the COVID - 19 adjustments.

There will be a zoom meeting tonight with confirmation class members.

The question has arisen whether to continue with confirmation given the constraints of the current situation, and with mentor/confirmand meetings being a particular concern. It was our consensus that maintaining stability was important and that it would be possible to have remote mentor/confirmand meetings.

Lily would like to include the youth in worship with prerecorded segments. Another idea was to have Abby and/or others begin youth zoom meetings with a musical selection.

Ukulele Band:

Lily has suggested that a fun project for the youth during the time we cannot meet in person would be a remote ukulele band. This would be primarily for youth and kids, but would also be open to recent high school grads and adults. The strategy would be to post a weekly mini lesson on Youtube and then hold a once weekly practice session in real time on zoom. We would like to involve Abby and Ellie in the instructional leadership. Katie will contact her friend who has been a ukulele instructor and may have resources to share. A budget request of \$750 was approved to buy ukuleles for the youth and kids. Adults would purchase their own.

Other Concerns:

Lily will check with Groundcover staff to see how we can help.

We will also explore how youth might be able to connect with the elderly congregation members.

Submitted by Katie Rowan