

**FINANCE MINISTRY MEETING MINUTES**  
**November 14, 2019**

**Present:** Karen Samford-Chair, Tom Krell, Sue Muir, Jim Rowan, Edgar Vasquez and Pastor John

**Invited Guests:** Betty Clark (Church Bookkeeper), John Samford (Congregational President), Julie Seger (Altruic Advisors) and Jeff Wortman (previous FMT Chair)

**Audit Report** – Julie Seger went over Altruic’s findings including the fact it is a “Clean Audit”.

This audit does not cover property, plant and equipment due to the age of our building etc.

At times, the church has had approximately 9 months of cash, with 3-6 months being standard. This was due to Memorials and Gifts being held in the checking account rather than being invested. Also we have at times gone over the FDIC limits. This is no longer true.

Ryan from Altruic would like to meet with a small group to go over our Trusteed Assets (McKay and Feldkamp Trusts). Betty Clark, Karen Samford, Jeff Wortman and Pastor John will meet with him.

Pastor John posed the question of the church being incorporated. Edgar was able to find information on line indicating our incorporation in 1903.

**Unbudgeted Funding Requests Process** – Edgar will make a flowchart of the process for Unbudgeted Funding Requests.

**Current Unbudgeted Funding Requests** – Three current requests were approved:

Leadership Council asked for up to \$10,000 for organ repairs, expected to be closer to \$7,000, with the majority to come from the Organ Fund in Memorials & Gifts (currently \$7,087) and any remaining costs from Undesignated/Unrestricted investments.

Facilities, with agreement of Leadership Council, has asked for up to \$5,000 for additional security including cameras and monitor, to come from Undesignated/Unrestricted investments

Welcome Team is requesting \$3,750 from their Special Projects fund to include our church building in Dale Fischer’s last book of aerial photos of Ann Arbor. This includes 50 autographed books; the proceeds from the sale of these will go back into this fund.

**Monthly Financial Reports** – The team had not yet had the opportunity to review the reports.

**Dividends and Interest on Investment Funds** – It was estimated dividends and interest on the investment funds for FY 2020 would be \$20,615 and this amount was included as income in the budget. It was agreed that Karen will contact Bank of Ann Arbor to determine the best method to move this income into the operating fund and take measures necessary to do so.

**Memorials and Gifts** – Sue Muir agreed to track spending from the Memorials and Gifts. Karen will see if there is a year to date report.

**Congregational Survey** – Each ministry team is asked to review the survey and report back to Leadership Council any specific goals and action plans they feel they can put in place for any issues that pertain to their team. We discussed which issues could pertain to Finance and will discuss this again at our December meeting. Jim Rowan will not be in attendance but will try to send his ideas by email prior to the meeting.

**The meeting was closed with the Lord's Prayer**

**Next Meeting – 7:00 PM, December, 12<sup>th</sup>**

**Submitted by Karen Samford**

**FACILITIES MEETING MINUTES**  
**11/12/2019**

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

Absent: Pastor John Kennedy, Ron Dechert

The meeting was called to order at 4:05 pm

Minutes of the 10/08/2019 meeting were accepted as printed.

**FINANCIAL REPORTS:**

- a. M&R was charged for the new parsonage refrigerator, new faucet & basement window cove at the parsonage, the rewiring of the emergency light & addition of battery back-up to fire door on south side of FH, and to replace the box and timer on the ventilation fans in the '65 addition bathrooms. We have used 61% of that budget for the year.
- b. Emergency repairs was charged for Roto Rooter's work at the parsonage, cleaning at the parsonage necessitated by the sewer backup and the ice necessary at the parsonage when the refrigerator failed. Approximately 18% of this budget has been used.

**OLD BUSINESS:**

- a. Roto Rooter cleared the pipe from the basement men's room to about 60 feet. They didn't find much. When we had problems again about a week later, they investigated again but could not find a clog. They surmised that a toilet paper clog had been pushed clear; there was no charge for this call.
- b. Steve Darr's carpenter rehung the hallway door to the salad kitchen and cut the bottom of the door on the south side of the balcony so that it opens freely as mandated by the Fire Code.
- c. The odor in the dishwasher drain was eliminated by running the dishwasher. We plan to run the dishwasher once a month to eliminate the issue.
- d. Butcher and Butcher started work on 10/21/2019 and were here most days for the following three weeks.
- e. Julie has approved use of up to six places in the parking lot by AAYC directors and assistants 2/14-16/2020 and 3/11-15/2020 when they are in Milwaukee and Detroit respectively for concerts.
- f. Roto Rooter submitted an estimate of \$900.00 to remove the 90-degree angle in the sewer pipe at the parsonage in order to allow for a non-restricted flow providing the neighbor's electrical line is removed from the manhole area. The city inspector investigated and he will have the electrical line removed. He said the angle needs to be replaced with a PVC pipe with an elbow; the water cannot blast against the wall.
- g. There is water damage on the south wall near the women's room in the FH. We will monitor to see if the work done by Butcher and Butcher takes care of it. If not, we will have to investigate whether Payeur's foundation work extended that far.
- h. The two "Men" designations at the 5<sup>th</sup> Avenue hall bathroom need to be removed as this is now a gender-neutral bathroom.
- i. Women at Bethlehem have volunteered to cover the cost of repairing the main kitchen's garbage disposal. Ken Cook will do the repair when they receive the part.

**NEW BUSINESS**

- a. Tom and two members of LC met with Mahesh from the American Red Cross in response to the ARC request to use BUCC in the event of a disaster. They toured the building and he was

- impressed by several of the rooms, the kitchen facilities, the handicap accessibility and the elevator. No decision was made; they may request an additional inspection. John Samford will brief the LC.
- b. Parsonage garage door opener not working [2 years old]; Julie will contact installer.
  - c. Julie will request Facilities' contract obligations at the parsonage—plowing, mowing, light bulbs, small repairs, etc.
  - d. Tom will follow up with AC installer to get information about the warranty and service contract.

**CONTINUING PROJECTS**

- 1) repairs for Lily's porch deck and the cement steps
- 2) adequate insulation for her kitchen plumbing to avoid frozen pipes this winter
- 3) determine what the problem is with the gutters on the back of the parsonage.
- 4) paint the Music Director's office
- 5) refinish sanctuary exterior 4<sup>th</sup> Ave. doors and 4<sup>th</sup> Ave. '33 addition mail-drop door

The meeting adjourned at 5:35 pm.

**NEXT MEETING:** Wednesday, December 11<sup>th</sup> at 4:00 pm.

Respectfully submitted,  
Michelle Loukotka

**EDUCATION MINISTRY TEAM MINUTES**  
**November 6, 2019**

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

**Mission Projects –**

Collections for Church World Service school and hygiene kits have been advertised in the bulletins and will be in the Visitor. The youth will put the kits together during Sunday School on November 24th.

Beginning the December 1st, we will be collecting toys, books and board games for Peace Neighborhood Center. Karen will ask Sue Muir to find out when things are needed.

We will also be collecting gift cards for Alpha House and Peace Neighborhood Center.

The third Sunday in December will be a fresh food collection for Food Gatherers.

There is also a need for canned goods.

Sunday the 22<sup>nd</sup> – Help is needed to box up items from the mitten tree.

At the beginning of Lent we will start the Clean Water for All project.

**Christmas Program – December 15<sup>th</sup>**

There will have rehearsals on Dec 1<sup>st</sup> and 8<sup>th</sup> during the Sunday School hour and on Saturday the 14<sup>th</sup> at 9:00 a.m. Sarah Herwick will direct. The play will be Heaven-and-Nature-Sing. It needs some changes and needs to include the little children.

For the rehearsal on the 15<sup>th</sup> we will have breakfast items.

The Fellowship Team will organize a potluck to follow the service on the 15<sup>th</sup>. There will be a sign-up sheet posted.

Nancy will have advent workshop activities. She will need 8 tables

Jan will order ornaments for Christmas gifts for the youth. We will wrap them at our December Meeting.

**Sunday School Curriculum –** After the first of the year we would like to have Sarah Herwick come to our meeting to tell us about the curriculum they are using at the church where she is working.

**Confirmation –** Starts Sunday, November 10th after Church (11:30-1:30)

**Next meeting is 6:30, December 4th.**

**Submitted by Karen Samford**

**WORSHIP MINISTRY TEAM**  
**Minutes, November 21, 2019**

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

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

**OLD BUSINESS**

Review of Totenfest: There has been positive feedback. Photos in the bulletin and the slide show were well received and therefore will be done next year.

**NEW BUSINESS**

A. Calendar for future meetings: Worship Ministry Team will now meet at 7 pm on the second Monday of the month, starting on December 9, 2019. The change is on the church calendar. This change was made to accommodate the Pastors schedule related to the new confirmation classes.

**B. Advent Planning**

(1) **Living Nativity** is coming together. 37 folks have signed up. This event has been publicized on-line and fliers have been sent to 30 churches. Pizza for 40 will be paid for by the McKay fund, if Fellowship Ministry Team is unable to do so. There will be a brief rehearsal of the event on Sunday, 11/24 after the 10 o'clock service.

(2) **Special Advent Sundays**

- a. December 1. Since Thanksgiving falls the previous week, Pastor John has already prepared the bulletin contents. Harriette has secured families to light the Family Advent Wreath at both services throughout Advent.
- b. December 8 will be Lessons and Carols at the 8:30 service. The choir's Cantata: A Manger Suite will replace the sermon at the 10 o'clock service.
- c. December 15. The 10 o'clock service will be devoted to the children's pageant with a potluck to follow the service. There will be no 8:30 worship service so as to encourage supporting the children's pageant and the fellowship that that follows.
- d. December 22. Both services will resume. It is "solo Sunday" for the choir.

(3) **Blue Christmas.** We will not be conducting a service this year at BUCC. Perhaps next year we can contact other churches and arrange for a joint service. In the meantime, Pastor John will recognize on Advent Sundays that there are folks who are having a difficult time at this time of year.

(4) **Christmas Eve. 5 PM** will be a family friendly service with stickers the children can use to act out the nativity. Ushers will be alerted to retrieve stickers inappropriately placed at the end of the service. This will be a candlelight service and sanctuary lights should be completely off at this time.

**7:30 PM.** David reported that the "solid brass" has been secured and "string musicians" from within the congregation will be contacted namely: Tina and Katie Rowan, Val and Cathy Jaskiewicz, and Lori Sprague. Both the 7:30 and 11 PM services will be "Lessons and Carols" and the choir will be singing at both services. Pastor John noted that "Silent Night" was first written for guitar and perhaps EJ Vasquez would play guitar after an introduction by Val on the violin. Both individuals need to be contacted. A

rendition of "Joy to the World" containing an excerpt from the "Hallelujah Chorus" could follow "Silent Night" when the lights come back up. Traditionally, the choir, guest musicians, and other interested parties have had a Chinese dinner between the 2nd 3rd services.

**11 PM.** The harpist has been booked and Jim Rowan is planning for some of the bells to play. Communion will also be served at this service. Gary and David then discussed placement of microphones especially with respect to brass, orchestra, and choir. Gary will be out of town and Kurt Schmerberg will manage the sound board at 5 PM. Presently, no one has signed up for the 7:30 or 11 PM services. Caroline might be able to do the 11 PM service.

**(5) Sunday, December 29.** Both Pastors and organist will be out of town. There will be no 8:30 service. Gail has arranged for a substitute organist for the 10 o'clock service and John Samford volunteered to lead worship. Tom Zieseimer will ask Abby Bowers to play the guitar.

#### C. Radio Broadcast

While nothing has changed since Gary's 10/17 message re: funding, it was determined that we should wait a few months before taking action (e.g. a survey, Visitor article, etc.) Perhaps we could build the radio ministry in to the Worship Ministry Team budget for 2020-2021.

Meeting closed with the Lord's Prayer.

Next meeting will be Monday, December 9, 2019 at 7 PM. at which time we will finalize Advent plans and watch the video Pastor Lily already has shared part of from Union Theological Seminary.

Respectfully submitted,  
Harriette Ehnis

## MEMBER CARE MEETING MINUTES

11/20/19

3:30 pm

Attendees: Jenny Foster, Sue Buday, Mary Jean Raab, Julie Seitz

Absent: Judy Coucouvanis

1. We discussed options for connecting with members at EVH and Brecon Village during the holidays. Everyone's schedules are busy so we will not be able to visit everyone individually. We discussed ways to get goodie bags to these members during communion visits, Christmas caroling, or other visitations. Jenny will contact the church office to find out what activities are going on that we can connect with to get goodie bags to these folks.
2. We discussed sending cards to families who lost a loved one this year. Sue will purchase cards from Care Notes. Julie suggested including a poem (My First Year in Heaven). Everyone liked the idea. Jenny will reformat the poem and print copies. We will work together at our next meeting to prepare the cards for mailing.
3. Jenny will mail the Journeying Through Grief series to families who experienced the loss of a loved one in November. She continues to send the books to other members who have experienced a loss throughout the year.
4. We discussed getting a gift of appreciation for Donna W. Jenny will pick up a card and gift.
5. We decided to send a Christmas letter to members who have more recently become inactive, encouraging them to re-engage with BUCC during the holidays. Karen Samford compiled a list of those members that we can use to create the mailing. We will use the same Christmas letter we sent last year. Sue will print copies for our next meeting.

Next Meeting: December 11, 2019 at 3:30 pm



**Bethlehem United Church of Christ**  
**YOUTH AND YOUNG ADULT MINISTRY TEAM MINUTES**  
**November 13, 2019**

Present: Katie Rowan, Lily Tinker Fortel

**Youth Group**

The October lock - in was very successful and several adult volunteers pitched in to help. Lily will explore the possibility of rescheduling the December lock - in.

Confirmation dates have been scheduled and Sunday confirmation dates will be added to the Meal Train.

The next Carrot Way service opportunity is Dec. 21 2 - 4PM.

**Survey**

The bulk of our meeting time was spent reviewing the Congregational Self Reflection Survey and beginning to outline a vision for the Youth and Young Adult Ministry Team and specify goals and action plans.