

LEADERSHIP COUNCIL MEETING MINUTES: Thursday February 27, 2020 6 PM

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

Absent: Pam Rutledge

Visitors attending for part of this meeting: Emily Thayer, representing the American Red Cross, Representatives from Member Care Ministry Team, and Local Church Discernment Committee members

The meeting started with an opening prayer

Judy Coucouvanis volunteered to be the timekeeper for this meeting as an attempt to keep the Leadership Council meeting on schedule.

Presentation by American Red Cross (ARC) by Emily Thayer

(see attachment 1) - Emily Thayer, a representative from American Red Cross gave a presentation on available Red Cross preparedness training options and resources. The Red Cross website has many resources which can be downloaded or printed.

Emily suggests calling your local fire department to clarify services they provide. Red Cross will help you obtain special alarms if you are hard of hearing. Red Cross offers many training opportunities both online and through workshops. Workshops are usually around 45 minutes and may have a cost. Some training is free online. Some workshops include using defibrillators, CPR training, and first aid. There is also a preparedness assessment online which can help people determine what would be useful for them to prepare in case of various emergencies.

Member Care Ministry Report - Jenny Foster, Chair

Per our by-laws the Member Care Ministry Team is required to review the membership rolls of the church biannually during odd-numbered years. In 2019 this ministry team contacted inactive members and developed a list of members who either requested to be removed from membership or who have not attended Bethlehem for several years and did not respond to this ministry team. A list of members to be removed from membership rolls was submitted to Leadership Council. A motion was made and passed that Leadership Council accept and agree with the names presented to be removed from the membership rolls. (see attachment 2)

There was discussion regarding the pros and cons of reviewing the membership rolls biennially. It was suggested the frequency for this review be removed from the by-laws and instead be included in standard operating procedures. The Member Care Ministry Team will discuss this and come back to Leadership Council with suggested changes to the by-laws and develop standard operating procedures for LC review at a future meeting.

Local Church Discernment Committee Report

Members of our Local Church Discernment Committee met 2 times a month with Lily, helping her as she worked through the process of being a member-in-discernment. All members of this committee (Patti Maki, Jane Ziesemer, Sue Muir, and Jenell Buday) are in agreement that Lily is ready to go before the Church and Ministry Committee of the Michigan Covenant Association.

Lily distributed a draft copy of her ordination paper which, upon completion will be presented as part of

this process. Lily has created a website to take the place of a paper portfolio which is also part of this process. Because of the personal nature of this site, the URL for this website is not being distributed publicly. This website will be available to her Ecclesiastic Council.

A motion was made and passed by Leadership Council to approve Lily be recommended to the Church and Ministry of the Michigan Covenant Association in their meeting sometime this spring.

Report from Rental Task Force - Shannon O'Reilly

The Rental Task Force updated hourly building rental prices and information (**see attachment 3**). A motion was made and seconded by Leadership Council to accept the hourly building rental prices as presented. Ron Dechert recused himself from voting on this motion because of his association with one of our rental clients. The motion was passed with one abstention.

The nonprofit youth basketball group currently renting the gym would like to continue renting at the same price they are currently being charged which is equal to the short term rates shown on this updated handout. This group has been a good tenant this past year. There are currently no posted long term rental prices published so a motion was made and approved by LC to allow this group to continue with the same rate they are currently being charged.

Approval of minutes from 1/23/20 meeting of Leadership Council (see attachment 4)

January minutes submitted by Judy Coucouvanis were passed without comment

Old Business

Update on the Convergence Proposal

Ron sent the questions we developed to churches who participated in Convergence in the past few years. Answers were all positive and more than one person gave a very strong recommendation for Convergence. LC felt it was too late in the current church year to start this process but left it open to evaluate further and possibly look into hiring Convergence at the beginning of our programming year in the fall of 2020.

Congregational Self Reflection Survey (see attachment 5)

LC previously mentioned reviewing the survey results from last year sometime in February or March. There was discussion on meeting with ministry chairs to find out what, if anything they got out of the survey for their group. A meeting between Leadership Council and all ministry team chairs was scheduled for Saturday, March 28. John S. will invite ministry team chairs. We will discuss survey results and future goals for the church. We may decide to hire Convergence for an evaluation but we can still gain information by developing and distributing our own in-house evaluations. Ron will lead this March 28 meeting.

Reports from Ministry Teams liaisons

Facilities Ministry Team

Item 1 - Ron led a discussion regarding church roof repairs. According to an evaluation performed by [Grunwald-Cashero Restoration](#), the slate previously installed is not causing problems with leakage and water damage in the church. Instead there are many areas of the building where masonry and flashing are causing leaks and require repair. This will be a major expense. Grunwald-Cashero divided the project into 6 smaller projects due to expense but it could all be done at once. A motion passed to bring a request for funding this project to the governing body to determine if it should

be a one or two year project.

Item 2 - Facilities will be having new “hydration stations” installed in the church. Water stations allow users to both drink from the station and fill water bottles. This water will be filtered. In order to make this change to take place the installer will need to test the water quality from these locations. If the water quality does not meet standards updating it could result in an additional major expense.

New Business

Stewardship Campaign

Judy C. volunteered to serve as a member of the stewardship committee, representing Leadership Counsel. Those who agreed to serve on this committee along with Judy C. are John Kennedy, Della DiPietro, Daniel Foster, Tom Krell.

Shelter Association of Washtenaw County Rotating Shelter Program (see attachment 6)

A request came from the Shelter Association of Washtenaw County (SAWC), asking if Bethlehem would be able to volunteer to help with the Rotating Shelter program for the 2020-2021 program years. When Bethlehem did this before it became very hard to find volunteers to stay overnight. Tim Schenk, who led this effort previously offered to lead again this time. LC chose the week of November 9-16 but felt we needed to poll the congregation prior to a commitment to make sure we could have enough volunteers. John Samford will write something for the Visitor about this.

Pastoral Job Description

Pastor John’s job description needs to be updated. Ron feels LC does not have the authority to do this update. Ron and Pat H. offered to review the current job description and see how extensive an update would require.

Handling Church Display Requests

There was an offer to create a display of pictures for the Schmale Lounge which came to Facilities. This group forwarded the request to Leadership Council, not being sure who is in charge of approving such requests. A draft policy for creating displays was presented but tabled at this time. Pastor John will speak with the member offering to create a display.

Report from Pastor John (see attachment 7)

The meeting closed with the Lord’s Prayer

Minutes submitted by Secretary, Sue Wortman

FINANCE MINISTRY MEETING MINUTES
February 20, 2020

Present: Karen Samford-Chair and Tom Krell, Jim Rowan and Edgar Vasquez

Checking Account Reconciliation – All is well except for three checks are outstanding, two from November and 1 from January. Karen will speak with the payees to see that these checks get cashed.

Audit – We have provided all additional needed documents to Altruic. They also need information on the three trust accounts held at Bank of Ann Arbor and PNC. They will send letters to be printed on church stationary and signed to allow them to speak with the banks.

Leadership Council Updates – They have realigned priorities to put getting cost information on updating the lounge over the office hallway. They are looking into a consulting firm to help sharpen our vision and mission however they will first see what might be gained from the Congregational Survey done last year.

Unbudgeted Funding Requests – Two requests were approved:

Outreach request for \$500 from Memorials and Gifts to supplement their check to Alpha House. This allowed three agencies to be given \$2,500 each.

Facilities request to use \$3,931 from Property Improvements in Memorials and Gifts for upgrades and additions to the security camera system.

Investments – It was decided to move the \$20,615 budgeted as income from Dividends and Interest to the checking account. Also, the \$7,000 for Outreach from the Hutzel Fund should be moved, as the checks have been written and sent.

Unbudgeted Funding Request Flow chart – Edgar Vasquez will be working on this.

Budget Process June 2020-May 2021 – We talked about the dates of last year's budget meetings and will firm up a schedule at our March meeting.

April Meeting – As our normal meeting date would be on Maundy Thursday, we decided to move our April meeting to the 30th. This will be advantageous for the budgeting Process.

Next Meeting – 7:00 PM, March 12, 2020

Submitted by Karen Samford

FACILITIES MINISTRY TEAM - BUCC
Meeting Minutes of 02/11/2020

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.

The minutes of the 01/14/2020 meeting were approved as printed.

FINANCIAL REPORTS:

- a. The Emergency repair fund has 58.5% remaining and M & R has 5.5% remaining for the fiscal year. The funds used for the new security cameras has not been moved from the Security line item yet; it is still being studied. The overall Facilities budget is in line with 41.2% remaining for the fiscal year.
- b. Feldkamp, Property Improvement and Heating/Cooling funds have not been used to date.
- c. We have not seen the McKay fund account for several months and we have not used any of the Property Maintenance fund. Julie will locate the report and email it.

OLD BUSINESS:

- a. We discussed the bid we received from Jelane at Grunwell Cashero following the meeting on 01/16/2020 regarding the work they need to do according to the report from Butcher & Butcher after their work was completed. This rough estimate addressed four of the six areas noted in B&B's report. The total just to gain access using a manlift was \$26,670.00 if we did each area individually. If we did all at once or any combination of two or more, they would reduce that amount. The estimated labor totals \$21,670.00 for the four areas. This brings the total to just under \$50,000.00. That does not include anything for the additional two areas noted; those will be the most difficult to reach. They would have to do their own survey using a drone [\$3,000.00] before giving firm estimates for all six areas. Facilities plans to share this information with LC and request their input as to how to proceed with bringing it to the congregation. We will meet Tuesday, 02/18/2020 to put together a presentation for Ron to take to LC at their meeting 02/27/2020.
- b. Jim Stadel used a moisture meter to check several areas. There were high readings in the wall across from the women's restroom in the FH where we have paint failing. In Classroom E [next to Groundcover] there is an electrical outlet on the north wall that has runs stains below it. We'll call Vedder to check into it and, most likely, disable it.
- c. We have bids from Todd Tribble and from Jon Brooks addressing painting that needs to be done. We will ask Jon Brooks to do the four sanctuary doors on 4th Avenue and the mail-slot door on the 1933 addition. His bid is about 1/5th of Tribble's bid; if it does not work out well, we won't have lost much money and we'll redo it next year. Welcome Team has shown interest in taking care of the area off the elevator on the sanctuary level. We'll forward the bids for their consideration. All other areas on the bids will be on hold until the roof issue is settled.
- d. CMR installed the new exhaust fan on the 1966 addition and the improvement in the air quality is noticeable.
- e. Lance from Precision Climate ordered the new regulator for the boiler. The overheating in the sanctuary experienced Christmas Eve has not recurred in the interim. If it has arrived there would be a restocking fee in order to return it. In that case we will complete the purchase but not install it right now.

- f. Kennedi Construction submitted a bid for work on Lily's porch. The scope of work on the bid was greater than we had anticipated. We will ask them to come back and check whether the framing needs to be replaced or if we can simply replace the deck. In either case a composite material will be used for the deck and the railings. The steps do need to be replaced; they are not compliant with code because they are too tall. We also need one or two other bids to comply with procedure
- g. Tom posted "Security Camera in Use" stickers on windows on each floor. Jim Stadel also showed Tom how to replace the filters in the FH. They found one filter that was not dirty; Jim will try to find the reason for that.
- h. We passed the AAFD reinspection on the ten violations they originally cited us for.

NEW BUSINESS:

- a. Daily Rain bid \$150.00 to open and close the irrigation system in 2020. We will confirm.
- b. Representative from AirGarage approached us with a proposal to rent parking spaces through them. We will advise them that we are not interested.
- c. Ken Cook Plumbing submitted an estimate for hydration stations at our request. The cost would be \$2,200.00 per station installed. Ron suggested we request information about how frequently filters need to be replaced, whether that is DIY or requires their services, and the cost of the filters. Our first step will be to inform LC that we wish to have the water tested so that they will not be blind-sided if the results of the test require some remediation on our part.

The meeting adjourned at 6:00 pm.

NEXT MEETING: Tuesday, March 10th at 4:00 pm.

Respectfully submitted,
Michelle Loukotka

EDUCATION MINISTRY TEAM MINUTES
February 5, 2020

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

Mission Projects –

Easy Water for Everyone – Fritz Port will do a presentation on Feb. 16th after service. Not sure about children's time. Our goal will be \$3,200, which will cover the cost to have a unit built and installed, as well as maintained for 5 years. We will have children collect coins in the services during Lent.

Stone Soup Sunday Feb. 23 – The Sunday School class has made posters, which will be put up by the office. The youth will help make the soup during the 10:00 service.

Cookies for St. Patrick's Day – All set with the Marshall's for baking. The youth will decorate and sell cookies on March 15 during coffee hour.

Habitat of Genesee County – They have the house shaped boxes like we used to collect for them last year. This year the calendar is geared toward activities.

Children's Worship Bulletins – We will try for one more year, at \$92. The ushers have agreed to hand them out.

February 16th – Pastor Lily is leading worship. The children will be in the service rather than in class and will be making valentines for homebound.

Sarah Herwick will be invited to the March meeting to talk about a different Sunday School curriculum.

The Mr. Rogers movie may be more of an adult movie. We will decide once it is available.

We talked about changing our meeting night to Tuesday. We will decide at our next meeting.

Jane would like to make the short hall near the Sunday School room more inviting. We brought up the Banners from previous Confirmation classes to hang on a couple of those walls and perhaps on either side of the altar in the classroom.

Next meeting is 6:30, March 4th.

Submitted by Karen Samford

WORSHIP MINISTRY TEAM
Minutes for Mon Feb 10, 2020

Present: Caroline Ashenfelter, Harriette Ehnis, Pastor John Kennedy, Gary Rogers, John Samford, Pastor Lily Tinker Fortel, Jennifer Vasquez, Tom Ziesemer, Gail Jennings, Marsha Rinke

1. Opening Prayer (Caroline)
2. Review of 1/13/20 Minutes-no changes
3. Old Business
 - a. Congregational Survey (Harriette)
 - i. Making our worship service more meaningful
 - ii. Sub-committee to develop themes through the year
 - iii. Planning Center-online application to enhance coordination across groups/Staff
 - iv. Purpose of surveys to provide feedback to committees, staff/pastors, and the congregation itself
 - v. Request to allow us to provide more input to next survey: submit our input to LC this summer or early Fall
 - vi. Schedule of these surveys (in the minutes of the Leadership Council)
 1. Congregation-likely to happen next year 2021
 2. Leadership
 3. Pastor-annual review happens every year
 - b. Ash Wednesday Feb 26
 - i. Early imposition of ashes outside will not occur this year but Pastor John will be present for those who come by starting at 7am. Mike and Harriette will serve as hosts to welcome people and call for Pastor John. Signage needed.
 - ii. 12Noon Service in Chapel
 - iii. 7pm Service in Chapel
 - iv. Ushers are arranged
2. New Business
 - a. Valentine Theme on Sun Feb 16: 1 Corinthians 13
 - i. Youth contributing musical performances;
 - ii. Craft Table to make Valentine's; Jennifer to provide list of quotes for encouragement and love
 - b. Lenten Season Planning
 - i. Planning group meeting
 1. We need stones: Harriette & Caroline
 2. Another sub-group mtg (Sun Feb 23)
 3. Communicating with David Hahn
 4. Suggestions for not all congregation songs to be hymns
 - ii. Development of theme
 1. Disciples or Be the Church
 2. Journey through the wilderness
 - ii. Ideas for Sundays in Lent
 1. First Sunday, setting off on the Journey; pick up a stone and carry it with you through Lent. Lay it down when you are ready (to symbolize the struggle someone is dealing with)
 2. Liturgy read by different people for the characters, dramatic interpretation

3. Creative ideas for the sermon
 - ii. Maundy Thursday in youth room; meal based (soup 'n bread)
 - iii. Good Friday
 - iv. Easter
2. Other
 - a. Request: All Anthems going forward to have lyrics printed in the bulletins
 - b. Updated on Hearing Devices: received an estimate for 12 new devices for about \$3,000. Request to get 1-2 other bids, perhaps only for 6 devices. Marsha Rinke has a suggestion from her previous church for a "t-loop" to help hearing aids work better.
2. Next Meeting: Monday March 9 7pm, Jennifer to facilitate; Marsha for the Devotional; John S to take notes
3. Closing Prayer

Respectfully Submitted by
Jennifer Vasquez

Bethlehem United Church of Christ
YOUTH AND YOUNG ADULT MINISTRY TEAM MINUTES
February 12, 2020

Present: Katie Rowan, Lily Tinker Fortel, Sarah Herwick

Survey Response:

We discussed difficulties with the survey due to low response rate and not attaching demographics to responses. We are wondering if responses can still be received and if people could be directly invited to participate. Lily will submit our document to leadership council.

Young Adult:

Sarah brought in the book "Making Space for Millennials" which includes statistics and data on how millennials can impact churches. Lily will purchase a copy for the church and also recommend this as a resource for Welcome and Growth. Another book we can consider is "Exiles" which explores the experiences of those who have left the church.

Another activity that might be fun - binge watching "The Good Place."

Crop Walk:

We discussed a timeline for Crop Walk planning. Lily will follow up with Mary Pratt who is one of the organizers. We would like to engage our young adults in this planning and form a team in the next month. Possible first meeting dates were discussed. The possibility of scheduling the walk in September was discussed. We would need to check the football schedule.

Habitat:

We have chosen to travel to Cincinnati where we will support Washington UCC's Summer Youth Program. Lily will reserve space in their guest house from the week of June 21 - 26. We want to share the story of their congregation in order to connect with our membership. Perhaps we could collect donated items to take with us.

Youth Group:

Confirmation mentors will be joining this month. May 31 will be confirmation Sunday.

Food Gatherers service day is Feb. 15.

All Church Clean-Up is Feb. 22. Lily has identified projects for the youth room and will invite youth to participate.

Our next meeting will be March 11, 2:20 pm.

Submitted by Katie Rowan