

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

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
Toccata (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