

LEADERSHIP COUNCIL MEETING MINUTES: May 28, 2020 TIME: 3 PM (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
- **Special Guests:**
 - Finance Ministry Team Chair Karen Samford
 - Nominating Committee Chair Cress Slotten
 - Pastor Lily and Members of the Confirmation Class of 2020
- President John Samford called the meeting to order and welcomed special guests.
- Pastor Lily started the meeting with prayer
- Leadership Council minutes from the 4/23/20 meeting were passed with amendments.
- No old business was brought up
- New Business
 - Sue Wortman is resigning as Leadership Council Secretary before completing her 3-year term
 - Report from Nominating Committee (Cress Slotten)
 - All positions except LC Secretary and the Welcome Ministry Chair have been filled as of this date. Cress and committee are working to fill these positions before our annual meeting, June 14.
 - A motion was made, seconded and passed by the council to accept the slate as presented by the Nominating Committee.
 - Budget from Financial Ministry Team
 - Karen Samford presented the 2021 fiscal year budget. This will be a deficit budget but there have been significant cuts made to original budget requests from ministry teams. Revenue is down, likely as a result of COVID-19. Pledges are not keeping up with expenses. We have lost revenue received from building rental and money from Art Fair and football parking. Payroll is the highest expense in the budget. The Payroll Protection Plan (PPP) has helped us afford payroll costs. The Finance Ministry Team proposed the deficit be covered by undesignated funds. This may be able to change later in the year as we continue to assess our revenue and expenses.
 - A motion was made to approve the presented budget. This motion was seconded and passed by a vote of council members.
 - Plan for Annual Meeting after worship June 14, 2020.
 - Publicity has gone out
 - This congregational meeting will be on Zoom
 - Slate of Nominations will be presented and approved
 - Budget will be presented and approved
 - By-law amendments to be approved
 - Members will have the opportunity to bring forward any matters arising
 - There was brief discussion on how and when to reopen the church building. Ron Dechert was chosen to chair a reopening task force. Other members will include Pastor Lily, Parish Administrator Julie Rhodes, and Pastor John. This committee will determine procedures and guidelines for reopening the church building as this current pandemic lessens.
- The meeting closed with the Lord's Prayer

Minutes were submitted by Secretary Sue Wortman

FINANCE MINISTRY TEAM
May, 2020

Finance Ministry Team: Karen Samford-Chair, Tom Krell, Sue Muir, Jim Rowan and Edgar Vasquez,
Pastor John

Invited: John Samford – President, Ron Dechert – Vice-President and Susan Irwin-Cemetery Board Chair

During the month of May the Finance Team held the following meetings:

May 9th – Annual budget preparation meeting for Fiscal 2021. All Ministry Teams presented their budgets.

May 13 – Finance Team met to review budget proposals from the May 9th meeting.

May 20 – Mike Davidoff and Jena Agler from Bank of Ann Arbor joined us for the first portion of our meeting. They generally come in once a year. One of the major areas of concern is what BoAA does to protect our investments as much as reasonable.

We spent the remainder of the meeting looking over the 2021 proposed budget with the help of John Samford and Ron Dechert.

May 27 – During this meeting it was decided major cuts were needed to produce a budget which could be presented to the Leadership Council and the Congregation. With the help of John Samford and Ron Dechert we developed a proposed budget for Fiscal 2021.

The Leadership Council approved the proposed budget on May 28th.

Our next meeting will be June 3rd to review the actual presentation for the Congregational meeting.

Submitted by Karen Samford

FACILITIES MINISTRY TEAM - BUCC
Meeting Minutes of 05/12/2020

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

Absent:

The meeting was called to order at 3:00 pm.

The minutes of the 04/21/2020 meeting were approved as printed.

FINANCIAL REPORTS:

All of our budget items are continuing to have balances at an appropriate level for this time in the fiscal year.

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

OLD BUSINESS:

- a. As we get our budget together to submit to the Finance Team, we are creating line items for some items [parsonage, Lily's house] in order to facilitate the budget planning for the 2021-2022 fiscal year. Karen Samford, Finance Chair, has approved this change.
- b. A steam pipe in the ceiling of the Salad Kitchen was leaking. Precision Climate has sealed it with a clamp but eventually the pipe will need to be replaced.
- c. The congregation approved our request to fund roof repairs up to \$60,000. We notified Grunwell-Cashero [GC]; they will send a contract. They will also advise us about when they can start and provide a schedule for the work.
- d. Rain water is overflowing a drain pipe at the 4th Avenue canopy entrance. We will make adjustments to eliminate this problem. The overflow has caused damage to the stonework in this area. We may need to request assistance from G-C.
- e. Brooks painting primed, sealed and painted the south wall on the stair landing to the Gym. He will start on the 4th Avenue exterior doors to the Sanctuary and the single door with the mail slot at the 4th Avenue canopy entrance.
- f. A message was left at Hopp Electric [the contractor who did the electrical work on the FH restoration] to get a bid on installing a light switch in the boiler room at the entrance from the FH near the storage closet. No response has been received. Vedder's will be contacted for a bid.
- g. Contact has been made with Precision Climate, Koch & White, and CMR to determine if thermostats in the 1966 addition can be replaced with programmable thermostats. Those currently in this space are original equipment and do not seem to be functioning well—the temperatures are often significantly higher than requested. Jim Stadel reminded us that the electrician needs to be certified to work on boilers.

NEW BUSINESS:

- a. Lily informed us that the north floodlight on 4th Avenue has been on during the day and Pastor John reported that the second light there was out. Jim Stadel replaced the bulb and reset the timer [it is located in the old men's restroom off the FH].
- b. Julie emailed Brad on 05/05/2020 that if he is going to charge us for mowing in the 2019-2020 fiscal year, he must do so by 05/15/2020; fiscal year ends 05/31/2020.
- c. Constellation Energy advised that protocols in place because of COVID-19 prevent their employees from reading meters that are not located outside. We could accept estimates [that

would be adjusted when they could return to reading meters] or take pictures and send them to DTE. Tom took pictures and Julie mailed them in.

We have been advised that the work to upgrade the old men's restroom off the FH to a gender-neutral restroom has been tabled by LC.

There are two bids for working on the porch at Lily's house; we are still trying to get a third bid.

The tasks relating to the sprinkler system, heat tapes, heating/AC filters, and alarm batteries in the boiler room on our Essential Maintenance list for spring will be completed. We are discussing whether to buff some floors and whether to undertake carpet cleaning.

The meeting adjourned at 4:30 pm.

NEXT MEETING: Tuesday, June 9th at 4:00 pm.

Respectfully submitted,
Michelle Loukotka

EDUCATION MINISTRY TEAM MINUTES

May 6, 2020

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

Scholarships – Applications will be due by June 14th, to give a little extra time. We will have Julie send out copies to the team and we will meet on the 17th of June to go over the applications.

Graduation Sunday – Lily got the Dr. Seuss books and will get a roll of quarters for each graduate. We decided to do recognition on line on June 14th.

End of Sunday School Year – We would like to do something to get the children involved. We will send them gift cards for Washtenaw Dairy. Eileen will get the cards. She will work with Lily to establish how many and get their names.

Confirmation – has not yet been determined.

Budget – Eileen will attend finance team budget meeting. We will change curriculum from \$500 to \$600 and bump supplies to \$800 from \$500 for special activities. In the future we should have a higher budget. Eileen will ask for the salary for Kelsey to come from Personnel Budget.

Lenten Project – Easy water for everyone. Save bottles and cans and donate the money to the project, we'll collect coins when we are back together again. We had \$818 at beginning of March.

Next meeting is 6:30, June 17th.

Submitted by Karen Samford

WORSHIP MINISTRY TEAM
MAY 19, 2020
Minutes

1. Opening Prayer Pastor John

2. Old Business

a. Update on Video/Editor Position David

Welcome to Sam Smith, our new video editor. Sam has finished his third year at the University of Michigan pursuing a degree in Audio Engineering and Computer Science. He has about 2 years before graduating. Sam is originally from Traverse City. Our congregation may recognize him from a previous Sunday worship when he performed live for us.

3. New Business

a. Upcoming Services Pastor John

May 24: Recordings on Thursday with Sam, Pastor John, and Gail. Hymns: suggestions from Gail. ONA Anniversary (videos with reading Covenant of Welcome), Stewardship Campaign, Liturgists (3 ready to go). Stewardship: John Samford would like 3-5 min to summarize state of pledges, call for outstanding pledges, starting the new fiscal year. COVID: John would like to speak as President to summarize that we are working towards a plan to come back together in the church and coordinating activities. Leadership Council meeting next week to continue planning to develop a comprehensive plan for all of us. Will borrow from the plan being developed by the UM Nursing program that will continue using our facility.

Notes: determine where in the service the Stewardship and COVID Planning videos will be integrated into the service. Pastor John working on the order of service for Sunday and will be adding to a Google Doc to help with planning.

May 31: Pentecost Sunday, recognition of 2020 confirmation class and all the work with confirmands and mentors. 2 Confirmands requesting Baptism (Noah and Abby) so that part and the ceremonial part of Confirmation will need to happen in the future. Confirmands and Mentors to serve as liturgists. Celebration will need to come later.

Concerns about the inappropriate videos suggested by Facebook or YouTube with our posts. YouTube posts can be marked for kids which helps. Not sure how to address this issue given the platforms we use. Suggestion to consider using Vimeo service (fee-based) and finding easy ways to post the links on our website.

June 7: Communion Sunday

June 14: Graduate Recognition (led by Pastor Lily, Education Ministry Teams). Annual Meeting is right after this service.

June 21: Father's Day

More planning for these June services to come in the weekly meetings for the Creative Planning teams.

Note: using video resources in future services when we return to the sanctuary, adding television screens in the sanctuary

b. FY 2021 Budget Revision

Jennifer

Notes taken on budget worksheet within WMT Google Drive folder. We are documenting the alternative funding sources for the organ tuning and section leader expenses. We have also lowered the amount requested for Miscellaneous Worship. The total budget is similar to what was presented to Finance but less of it will come from the General Fund now.

c. Confirmation Service

Pastors John and Lily

See notes above for May 31 service.

d. Planning for reentry into sanctuary

Jennifer and Group

Based on an update from John Samford we will wait for guidelines from Leadership Council to determine our next steps. However, we want to make sure that we incorporate decisions around the 8:30 service and use of the chapel.

e. Podcasts

John Samford

Copyright concerns related to our website and reviewer thought it could be a problem with the way we had been posting our audio files. Our previous method made the files available for download which meant we were not controlling use of the content after downloading. John Samford has found a way to post the audio file to be available for playing but not for downloading. In addition, our subscription to GoDaddy allows more capacity than we thought allowing us to make more audio files available. We can now cancel the Podhoster subscription. Request to John Samford: Pull together revised instructions on how to get the audio files posted so that the process is sustainable going forward. Make sure David Hahn understands these requirements. Suggestion to bring in other members in this knowledge as well. Patti and Lily are putting together a document around copyright issues that will help us understand the issues and requirements.

4. Closing with Lord's Prayer

Next Meeting: June 16, 2020 at 6pm

Creative Sub-Group: weekly meetings on Tues 6pm

MEMBER CARE MINISTRY TEAM

Meeting Minutes

5/27/20

Attendees via Phone: Sue Buday, Judy Coucouvanis, Jenny Foster, Mary Jean Raab, Julie Seitz

Old Business:

1. Revisions to the By-Laws - Judy presented changes to the By-Laws that pertain to membership at Bethlehem UCC and the bi-annual review of the membership rolls. Several changes were discussed and Judy will share them with John Samford, Pastor Kennedy and Pastor Lily. If time allows and this group agrees with the changes, she will present them at the next Leadership Council Meeting. If accepted, Judy will verify whether Leadership wants to present the changes to the congregation at the June congregational meeting for their approval.
2. Letter to New Members - Sue prepared a draft of a letter that could be sent to new members from our team. The letter has good content, however, the group felt it needed a more personal format. Sue will make revisions and present it to the group again.
3. Calls to members during COVID - a team of 6 members volunteered to call members who are 75+ that have not already been contacted by Member Care. The intent of the calls were to check in with them and let them know BUCC is thinking of them and to determine if there are any specific needs at this time. The calls have been very well received.
4. Budget - Jenny requested a budget of \$750.00 for the 2020-2021 fiscal year. The Finance Team requested that each team cut their budget by at least 20%. Our budget will be reduced to \$500.00.

New Business:

1. The church is forming a COVID task force. This group will address issues like reopening the church to groups and rentals as well as resuming church services. Leadership Council is looking for people to be part of the team.
2. Dindy Haab will be the new Liaison on the Leadership Council. Judy's term expires in June. We are happy that Judy has agreed to remain on the Member Care team as a team member!

Next Meeting: June 24, at 3:30 pm

BETHLEHEM UCC WELCOME MINISTRY MINUTES

May 20, 2020

Attendance: Kurt Schmerberg, Paul & Barb Marshall, Gary Kade, Jane Schmerberg.

Meeting was called to order at 6:30 PM on Zoom

- 1.) Budget Discussion: Kurt explained that the Finance Ministry has asked all Ministry Teams to reduce their budget requests for FY 20-21 by 25% and to consider funding some operations out of their endowed funds if possible. After much discussion the Team authorized the Chair to relay the willingness of the Welcome Team to an across the board 25% reduction to all categories of their budget request by 25%.
- 2.) Sacristy Hallway project: The Welcome Team has been in discussion with Facilities regarding improvements to the hallway leading to the Sanctuary in the area of the Sacristy. MOTION made and properly supported to authorize the use of up \$2200 from the Welcome Team budget for improvement to this area. MOTION CARRIED.

Having no further business, the meeting adjourned at 7:00 PM.

Respectfully submitted,

Kurt Schmerberg,

Welcome Ministry Chairperson

OUTREACH MINISTRY TEAM MEETING NOTES

May 27, 2020 7pm-8pm via Zoom

Attendees: Sue Wortman, Roy Muir, Mary Jean Raab, Katie Rowan, Eileen Koprowski, Laura Seyfried

Welcome

Volunteer opportunity updates and changes due to COVID-19:

- Food Gatherers Community Kitchen & Warehouse – Tentatively June 7th at the Community Kitchen per Alice Dechert. She is planning to confirm with Scott at the kitchen in the next week; and August 15th at the Warehouse unless FG changes the plan.
- Alpha House – the next volunteer date is Sunday, October 4th; Laura attended the May church coordinator's Zoom meeting on May 7th; the agency is still operating under the health department's guidelines including families eating boxed meals in their own rooms and no kid's activity time with volunteers; staff is filling in as needed; available dinner openings on July 18th and August 1st; brunch options also on various dates in August; Laura will work with Sue M. to gauge interest in funding a meal on one (or more) of the open dates via a sign up genius email.
- Peace Neighborhood Center – produce distributions on Fridays is being handled by staff; the center is coordinating with the school district to make sure families have access to student meals; summer "camp" is being revamped as summer "activities" for small groups of youth closer to home with the number of participants increasing in line with the need for more daycare options for working families.

Annual Budget – Laura attended the ministry team budget planning meeting on May 9th; \$7,000 budgeted for Outreach for FY20-21; the OMT designated account also remains as a supplement to the amount budgeted from the Hutzel fund.

Annual report for OMT– submitted by Laura

Leadership report: Sue W. shared LC's recent clarification of the ministry team Liaison role; appointed liaisons are not voting member of the team, they bring information from LC to the team and take information from the ministry team to LC; since Sue W. is leaving LC after this fiscal year a new LC liaison will be assigned to Outreach; she is interested in staying on as an OMT member; the Annual Meeting is scheduled for June 14th via Zoom.

Bethlehem's "COVID-19 Emergency Response" special fundraising – Lily will be introducing the project in the June Visitor; the special donation designation for this is already set up on the [church's online donation page](#)

A2 CROP Walk 2020 at Bethlehem– Sunday, October 11th (the website shows October 4th but it will be updated soon according to organizers); Lily and Sue Muir attended the most recent planning meeting on May 20th; the walk may be virtual only or modified virtual event; no big gatherings, no pre-event speakers or post-event meal so Bethlehem's onsite host responsibilities in 2020 will be minimal; next planning meeting is July 8th at 6pm; invited local food pantry agencies can submit application for funds; the Pllamas are back! Register now at <https://www.crophungerwalk.org/annarbormi/pllamas>

Rotating Shelter at BUCC -re-engagement in spring 2021 – no additional details at this time

Education Ministry mission projects – Eileen reported there are still cookies in the freezer that could be sold for fundraising projects when church & fellowship hour resumes in person; Genesee Habitat for Humanity fundraising option on the church's donation page; possible fundraiser to support the Midland area flood victims has been suggested and will be investigated to learn what the specific needs are.

Youth and Young Adult summer mission trip – Katie reported that the committee still needs to meet to discuss options to financially support the organization they were planning to work with in Ohio; a virtual cake auction was thrown out as a possible fundraiser idea which Katie will share with the committee

Groundcover News – still publishing a monthly edition, online version also available by subscription; question about future need for space at Bethlehem came up but no one else had reason to think they would not want to continue using the space after the church reopens; also question about the collection of smart phones and tablets for vendors with assumption that they are still doing this; most of their information is shared on their [Facebook page](#)

SafeHouse Center – question presented about volunteer opportunities at SafeHouse; Mary Jean reminded us that she investigated this a couple of years ago and found there is a rigorous training and a 6-month commitment required but any individual could apply to volunteer there at any time; there is/was a Mother's Day fundraiser set up to support their efforts with designation on the church's donation page; Roy will keep them in mind for future support by OMT

Meeting adjourned at 7:55pm

Submitted by Laura Seyfried, OMT leader
May 29, 2020

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

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

We discussed Finance Team's request that we reduce our budget request to help alleviate the church's financial situation. We reduced our original \$6000 request to \$3000 from the operating budget and \$500 from the Youth Memorials and Gifts fund.

We brainstormed ideas for supporting different groups during Covid.

- How to engage college age members.

- Zoom meeting with UCC leaders to explore Covid trauma/grief experience.

- Support for parents:

- Zoom movie night with The Good Place and discussion.

- Kids movie night to give parents free time.

Submitted by Katie Rowan