

**SPECIAL LEADERSHIP COUNCIL VIRTUAL MEETING**  
**Saturday, April 4, 2020, 2:00pm**

Those in attendance:

John Samford, President, Ron Dechert, Vice-President, Susan Wortman, Secretary, Jim Rowan, Treasurer, Pat Huibregtse, and Pam Rutledge, Members-at-large, and John Kennedy, Pastor of the church and ex-officio member of Leadership Council

Not attending: Judy Coucouvanis

The Bethlehem Leadership Council, which is the executive board of Bethlehem United Church of Christ in Ann Arbor, met virtually using the app *Zoom* on Saturday, April 4, 2020 at 2:00pm to discuss and make a decision regarding applying for a government loan through the Paycheck Protection Program administered by the Small Business Administration as part of the Coronavirus Aid, Relief, and Economic Security Act (CARES Act). This loan ~~of up to \$10,000~~ would be used to cover payroll costs, including vacation benefits, parental, family, and medical or sick leave, group healthcare benefits, retirement benefits and state and local taxes. The loan could also be used for mortgage or rent of the church's building, existing utility payment and interest of pre-existing debt.

After discussion, the following motion was proposed and passed by this group:

**Leadership Council supports the church Finance Ministry Team, one of whose roles, according to our by-laws is to “secure the funds necessary and appropriate to support the Church” and recommends Finance Ministry apply for funding being made available as part of the CARES Act.**

Minutes submitted by Susan Wortman, Leadership Council Secretary

## LEADERSHIP COUNCIL ZOOM REMOTE MEETING MINUTES: April 23, 2020 3 PM

**Leadership Council Members in attendance:** John Samford, President; Ron Dechert, Vice-President; Sue Wortman, Secretary; Jim Rowan, Treasurer; Judy Coucouvanis, Pat Huibregtse, 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 Pastor John gave an opening prayer.**
  
- **Reviewed Minutes**
  - The following correction (struck out) was made to the minutes of the special 4/4/20 meeting:  
“This loan of up to ~~\$10,000~~ would be used to cover payroll costs, including vacation benefits, parental, family, and medical or sick leave, group healthcare benefits, retirement benefits and state and local taxes.”
    - At the time of our April 4 special meeting Leadership Council approximated the amount of funding for which the church would qualify from the Payroll Protection Program (PPP) as \$10,000. This amount was recorded in the minutes for this meeting but was not included in the motion passed to support applying for this loan. To amend and correct these minutes, the Leadership Council voted to amend the April 4 minutes and add an explanation in these April 23 minutes. The above sentence was amended in the April 4 minutes by striking out the marked phrase in the sentence.
  - April 4 Special Leadership Council meeting minutes were approved.
  - March 26 Leadership Council monthly meeting minutes were approved.
  - No one who is part of this church knew the exact amount of the PPP loan we would receive until our president signed the Borrower’s Certification from the Bank of Ann Arbor on April 21, 2020. The amount loaned was determined by the lending institution, based on the number of employees. The amount of the loan was significantly greater than the amount we were first told. Instead of the approximately \$10,000 expected, the final amount of the loan came to \$47,743.00. If these funds are used only to pay for items specified in the contract it is our understanding that these funds will be forgiven and won’t have to be paid back.  
  
John Samford made the decision to sign the Borrower’s Certification Agreement provided by Bank of Ann Arbor for this loan, believing he was acting as an individual with the full force of the entire executive board (LC) when he signed and sent this contract back to the bank on April 21 without further review by other members of the LC. John Samford emailed the Borrower’s Certification Agreement during the April 23 LC meeting for members of LC to review. It was agreed that legal documents such as this should be discussed and approved by the entire council before signing if such an instance comes up again.
  
- Discussion on whether council liaisons should be voting members of their Ministry Teams. Since nothing specific to this issue was included in past minutes or the by-laws the following motion was passed.

**“It is the policy of Leadership Council that the role of Leadership Council Liaisons to each Ministry Team will be a non-voting member.”**

- To further clarify the role of Leadership Council Liaisons John Samford wrote the following:
  - “Leadership Council Liaisons – Liaisons are to remind the teams of the core values and vision of the church and pass on anything which the Leadership Council wants the teams to be aware, as well as bringing anything from the teams to the Leadership Council. The teams are responsible for deciding how to do their work.”**
- Reviewing Special Congregational Meeting being held on Sunday, April 26 at 11:00 using Zoom
  - This meeting was called for a congregational vote on whether to spend funds for masonry and flashing outlined by Grunwald-Cashero Restoration.
  - Pastor John will send the Zoom invitation to members and will help with chat notes during the meeting.
  - Ron is working on a simple PowerPoint with a chart to present during this meeting.
  - Sue Wortman will determine if there is a quorum and count the votes.
- Reports from Ministry Teams liaisons
  - Worship Ministry Team
    - Thanks to Worship Ministry Team for quickly determining new ways to offer worship online during this time of social isolation while the church building is closed.
    - Pastor John reported the Worship Ministry Team would like to temporarily hire a part-time technical person to help with video editing to help and teach members of the congregation with online worship to the month of June. Funding for this position will come from the McKay Memorial Fund. The government CARE loan would not apply to this new position. This position was endorsed by LC.
  - Stewardship
    - Judy Coucouvanis presented the letter the Stewardship Committee has composed and would like the approval of LC to send this out as part of the Stewardship Campaign to all members of our congregation. Leadership Council members endorsed this letter. (see attachment 1. below)
  - Member Care
    - Time and Talent sign up will be moved to May this year to coincide with the new fiscal year and the stewardship campaign. Member Care is willing to promote filling out Time and Talent via video during one of the recorded worship services.
  - Outreach Ministry
    - At the Outreach Ministry team’s suggestion, LC approved the creation of what is to be called the COVID-19 Emergency Fund. Money donated to this fund will be distributed at Pastor John’s discretion to help local organizations. (see attachment 2.)
- Report from Pastor John
  - Pastoral report topics were all covered previously in this meeting
- The meeting was adjourned and closed with the Lord’s Prayer

Minutes submitted by Secretary, Sue Wortman

Attachment 1:

Dear first name(s),

This letter is being sent to you with a familiar request from Bethlehem's Stewardship Committee, but during a most unfamiliar time.

In recent weeks, we've all heard or considered this fear brought on by Covid-19: "I'm sick in the hospital and no one is allowed to visit me. I'm all alone."

This disruptive virus has all of us in touch with our primal fear of being alone. As Christians we believe that Christ never leaves us, but what about human touch and talking face to face?

The day will come when we can leave our homes and gather together again at Bethlehem United Church of Christ. Until then, most of us have unanticipated time for reflection and prayer about what's most important in our lives.

Technology has been a great way to stay connected with others at our Church, and beyond, but what's missing is being physically together.

Community – the sense of belonging – is critical for Christians and non-Christians alike. Yet for Christians, community has a particular relevance. It represents our shared prayer and music, our care and love for each other, and our collective outreach to those around us in need.

Community doesn't descend on us. While created through God's love, community is built on the contributions from each of us. I Corinthians 12 encourages all members of Christ's Body to bring their gifts.

This tumultuous time adds significance to our annual Stewardship Campaign. Even though our church doors are closed, costs associated with our building and staff continue.

We know this is a time of struggle and hardship for many, including many Bethlehem members. Yet the very act of giving is what connects us to each other. It is what makes us a community of faith.

We invite you to continue your financial support for the coming fiscal year by completing the enclosed card with your financial pledge and commitment of time, and mail it to our church office by May 29.

Herbert Butterfield, British historian and author of "Christianity and History" written after World War Two, said that people of "spiritual resources may not only redeem catastrophe, but turn it into a grand creative moment."

This catastrophic moment offers each of us a unique opportunity to help position Bethlehem for the possibility of new creativity and growth after the pandemic has passed.

As you reflect on the importance of the Church in your life, please join us with your continued support.

Bethlehem 2020 Stewardship Committee

Judy Coucouvanis, Della DiPietro, Dan Foster, Thomas Krell and Roy Muir

Attachment 2:

BUCC Outreach Ministry April 2020 submitted by Laura Seyfried, OMT leader

Outreach looks a lot different these days. Currently, agencies in our area are still working as “essential” service providers. However, they have adopted temporary procedures in the way they deliver programming to the families and individuals they assist. Many agencies are continuing to offer food, shelter, financial, technical, educational and emotional support but with minimal staff and volunteers. And this is just the beginning.

Caseloads, like the virus itself, have increased exponentially. Budgets are being strained, and its likely to get more challenging before it gets better. We need to help because we can. There is great need in our community and world-wide, not just for food and temporary shelter, but also for mental health services, blood donations, personal protective equipment, and even toilet paper. These needs are not necessarily new but they have definitely increased during the time of COVID-19.

Please consider an Outreach Ministry donation to support our local agencies who provide these services. You can donate by check or online at the BUCC website. In addition, we are developing a specific “Bethlehem COVID-19 Emergency Response” plan and fundraising campaign. An option to direct donations to this campaign will be included in the BUCC donation link. We will keep you posted as information becomes available. We need to help because we are called to do so. The people who serve and are served need our support.

As “essential” service workers are still showing up each day, the physical and emotional strain is evident. Messaging and instruction from local, state and federal government seems to change from hour to hour. Programming and operations continue to evolve on a weekly, if not daily, basis. If we can ease this burden on those to work to help others in need, then we can ensure that they help will continue to be available for those who are suffering. This current call for support is in addition to the contributions we have already made during this fiscal year, and more recently since the start of the COVID-19 pandemic.

To date, Bethlehem’s Outreach Ministry has given \$2,500 each to Alpha House, Food Gatherers, and Peace Neighborhood Center. In addition, donations have been made to SafeHouse Center (\$1,000 on 3/4/20), Peace Neighborhood Center (\$1,700 on 3/19/20), and Food Gatherers (\$1,000 on 3/23/20) through the Pastor’s discretionary funds. We need to help today in the most practical way possible. Donate dollars. This will allow our partner organizations and others to increase their capacity to help those in need by using our gifts to purchase more food and supplies, open more beds for people needing safety and shelter, create or expand programming that addresses the current needs of those recently unemployed, offer tools to staff that allow them to work safely and responsibly, and much more.

We are very fortunate here in Washtenaw County to have numerous organizations and agencies working to fulfill these needs for our community members. Bethlehem’s Outreach Ministry continues to support the following local organizations through volunteering, financial and in-kind contributions. Learn more about their COVID-19 responses here: Alpha House Interfaith Hospitality Network Food Gatherers (Community Kitchen at Delonis Center and the Warehouse) Groundcover News Peace Neighborhood Center

Thank you for considering this request and stay tuned for more information on how you can help in future weekly emails. Stay safe and be well. \*In recent week

**FINANCE MINISTRY MEETING MINUTES**  
**April 30, 2020**

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

Two issues and two unbudgeted Funding requests needed to be addressed prior to this meeting and were approved by email:

As the Roles and Responsibilities in the bylaws for Finance read:

"Shall secure the funds necessary and appropriate to support the Church."

Finance approval was needed to allow the church to apply for a payroll protection loan through the CARES Act in the amount of \$47,743.

Leadership Council, at the request of the Facilities team is asking Congregational approval for repairs needed to the stone masonry, found during recent roof maintenance. This work would address leaks causing damage to inside walls. Leadership Council is suggesting the cost of up to \$60,000 for the masonry repairs be taken from Undesignated funds in our investment account.

Unbudgeted Funding Requests:

The Facilities Team requests \$2,200 for a "hydration station" and installation, from Facilities Property Improvement Fund in Memorials & Gifts. This is to replace the water fountain on the second floor which is leaking and cannot be repaired. The replacement would include a place to fill water bottles.

The Worship Team requests \$1,800 for 6 sets of audio equipment in the sanctuary for the hearing impaired, from the Alternative Worship Fund in Memorials & Gifts. These would work for both those with and without hearing aids.

**April 30, 2020 Meeting:**

**Unbudgeted Funding Request:** Facilities Team requests \$1,641.66 be taken from the Property Improvement Fund in Memorials & Gifts to zero the Facilities Restroom Renovation Fund in Memorials & Gifts.

We spent the remainder of the meeting discussing the 2021 Budget (June 1, 2020 - May 31, 2021).

**Submitted by Karen Samford**

**FACILITIES MINISTRY TEAM - BUCC**  
**Meeting Minutes of 04/21/2020**

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. (via Zoom)

The minutes of the 03/10/2020 meeting were approved as printed.

**FINANCIAL REPORTS:**

Our budget items are 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. Allstar Alarm replaced the defective camera on the second floor that covers the area from the Youth Room to the Gym. This was done under warranty.
- b. Daily Rain is scheduled to open the irrigation system on May 5<sup>th</sup> providing the shelter-in-place order has been lifted. If not, this will be delayed.
- c. The charge by Precision Climate for repair of the leaking steam pipe in the sanctuary will be paid from Emergency Repairs and the charge to replace the regulator on the boiler will be paid from M&R. The Annual Boiler inspection will be paid from Certifications.
- d. Tom & John I. have done a walkthrough of the building on an alternating basis since the shelter-in-place order was made to ensure that everything was secure. After the heavy rains on March 27<sup>th</sup> they did not find any problems in the usual places. Pastor John did find fallen plaster in the northwest corner of the sanctuary. We will request that Grunwell-Cashero check that area of the roof during their repair; this is providing there is a positive vote at the Congregational Meeting scheduled for April 26<sup>th</sup>.
- e. The city has given us an extension until June 15<sup>th</sup> to have the backflow prevention on the boiler inspected. We thought this was an inspection done every 5 years but it is actually due every year. Precision was contacted to make an appointment for this.
- f. John I. investigated gas pricing and chose to lock in a price with Constellation for 2 years. The rate is \$0.02 less than our current price.
- g. We anticipate having Butcher & Butcher do a roof inspection in the fall.
- h. John I. has done a preliminary budget proposal for the next fiscal year—06/01/2020-05/31/2021. Ron Dechert encouraged that the budget be increased to include the approximate \$10,000.00 we have been spending on roof repairs during the past 10 years. This will make our actual expenditures apparent to the congregation; when those are paid from undesignated funds on an emergency basis, they are not apparent. Julie also wants to renegotiate the contract for custodial work. The goal will be to reduce cleaning to 4 times a week rather than the current 6 times a week. Currently custodial care is the largest line item in our budget at \$25,000.00.
- i. Grunwell-Cashero will be able to start the roof work in May pending approval by the congregation.
- j. Our rental income has ceased since the shelter-in-place order went into effect. The AAYC does anticipate being here in the fall and Ron reported that the nurses also anticipate returning.
- k. Tom is working on an updated Essential Maintenance Task List and will distribute it when he is finished. He is also working on the Annual Report.

- I. The hydration station has been installed on the 2<sup>nd</sup> floor.

**NEW BUSINESS:**

- a. FT wants to request that the old men's room on the FH level be put on the list for upgrades that will make it a gender-neutral restroom.
- b. Tom will request that Hopp Electric [they did the electrical work on the FH remodel] install a light switch inside the door on the south side of the FH that leads to the boiler room. Ladders are kept in that area and there is a long step down which needs to be lighted to be used safely.
- c. Several of the thermostats in the 1966 addition are malfunctioning. When the one in office is set at 64 degrees it heats as high as 70 degrees. Other rooms in that addition will be checked and Julie will contact an electric company to get costs to do updates.
- d. We will have Brooks Painting go ahead with restoring the wall in the stairwell outside the Gym. We do not know exactly what material has to be scraped off the wall; we do feel it is wise to have this done while the COPD patients are not using the building.
- e. When restrictions have been lifted, these items still need action:
  1. Two more bids on Lily's porch
  2. Investigate steam pipe under south stairs from FH to sanctuary
  3. Brooks to clean/treat exterior sanctuary doors & 4<sup>th</sup> Ave. door with mail slot
  4. Drop sanctuary fan for cleaning
  5. Change filters in sanctuary AC/heating units
  6. Finish investigation of AC/heating problem in FH

The meeting adjourned at 4:10 pm.

**NEXT MEETING:** Tuesday, May 12th at 3:00 pm.

Respectfully submitted,  
Michelle Loukotka



**WORSHIP MINISTRY TEAM**  
**Tuesday, April 7, 2020**

AGENDA

1. Opening Prayer Harriette
2. Old Business Harriette
  - a. Review of Palm Sunday Service All
  - b. Positive feedback, blended together nicely, worked on the radio with minor distortion. Used dropbox to drop the audio file. Pre-recorded features allowed for multiple contributors from home.
3. New Business Pastor John
  - a. Maundy Thursday  
Zoom meeting for all participants, both at 7pm. Invite people to have something to represent bread and wine. Readings, symbolic hand washing (bowl?), virtually together. How to handle those who arrive late (everyone muted as they join?). 30 min at most. Links already set up for Thurs & Fri.
    - Zoom Mtg streamed on Facebook; everyone invited to participate via Zoom but if they can't they can join Facebook to watch.
    - Welcome
    - Opening Prayer
    - Scripture Readings: Karen & John Samford (other volunteers avail for Thurs or Fri as needed)
    - Meditation and Hand-washing
    - Music? *O Sacred Head Now Wounded* pre-recorded options from Gail so they can decide what to include.
    - Activity: coloring a rainbow to put in the window as a sign of hope/faith that God is with us.
  - b. Good Friday Gail
    - i. Musical meditation  
Pre-recorded YouTube video that anyone can follow this meditation. Pastor Lily to post that on our member-only Facebook page; it will also be included in the Bulletin.
    - ii. 7pm Zoom Service Pastor John  
Zoom Mtg for readers/leaders, this will be streamed on Facebook for all viewers.
      - 7 Readings (will pull from volunteer list; each reader needs a candle to extinguish at the end of the reading)
      - Music: *Were You There* by David Hahn, pre-recorded
      - Music: *O Sacred Head Now Wounded*
  - c. Easter Sunday
    - (1) Sunrise at Cemetery Pastor John  
Facebook livestream with Sarah Kennedy, will pre-record it to have a back-up if live doesn't work. Very short.
    - (2) 10 am Easter Celebration Pastors John and Lily, David
      - David pulling together content and editing together
      - Only Gary (Maki) and Gail have contacted David

- David has already recorded a welcome, call to worship, invocation, benediction with Pastor John and Sarah
  - We have a back-up for an offering if needed
  - Communion: Pastors to figure out how to do this, short liturgy, viewers invited to have the elements ready, end with prayer of thanksgiving. #425 *Let Us Break Bread Together (?)*
  - Gail: prelude (with visuals) and postlude (with visuals)
  - Option: *The Trumpet Will Sound* pre-recorded with Gary Maki and Tom Folk
  - Scripture: need 3 readers (Matthew 28: 1-10) Pastor Lily, Caroline,
  - Hymns: *Christ The Lord is Risen Today*, *Christ is Alive (?)*, *Thine is the Glory*
  - Other Music: Pastor Lily to send them sources for music that copyright is cleared
- A. Sunday April 19 Service: decision about content, getting an editor in position to help make these services happen. Pastor Lily to get a draft bulletin ready.
- B. New Position Recommendation:
- a. David to share draft role description
  - b. Put forward recommendation for Pastor John to present to LC
  - c. Review with Finance Team

#### 4. Closing: Lord's Prayer

Next meeting Tuesday April 14, 6pm

## **WORSHIP MINISTRY TEAM MINUTES**

April 14, 2020

### **Review of Easter Service**

Big kudos to David for all his editing

Comment on the intro to the service, good for video and radio listeners

### **Planning for April 19**

Pre-recorded session planned, similar to Palm Sunday; feels like it's do-able for her

Bulletin is almost ready

Very good roundtable discussion helped fuel the theme

Theme: Sing a new song

Gail: Prelude/Postlude; recorded 10 hymns at the church today to have ready for future services (2 verses each); Gloria Patri as well

Special Music selections coming in from David and his network, including Emily and Nadia

Liturgists: bringing in youth, other volunteers

### **Job Description for Media/Communications Director**

Temporary or permanent role?

WMT presents to LC as recommendation for funding

Could we fill this as an interim role?

Title

Reporting structure

Immediate needs vs long-term needs

Suggestion: hire on short-term contract basis to get us through the immediate needs of pre-recorded sessions each week; but allow us the time to develop a greater sense of purpose/mission for this role in the long-term (including cultivating leadership within the congregation to own some of the A/V duties)

Decision: post a short-term role following modification of job description

Next Meeting Tues April 21, 6pm ET (see Pastor John's email for Zoom link)

**WORSHIP MINISTRY TEAM**  
**Tuesday, April 21, 2020**

Minutes

- I. Opening Prayer Harriette
  
- II. Review Of April 14th Minutes Harriette
  
- III. Old Business All
  - A. Review of April 19th Service
    - i. Concerns over access to the Facebook live stream, not easy to follow the link
    - ii. Is it possible to have a direct link to the video on the BUCC website? May not work with limitations of our web service. Posting on YouTube? (John Samford, David, Lily to work on this.)
    - iii. Feedback in general: wonderful, hopeful service, incorporating insights from Roundtable Pulpit into the sermon, multiple voices (requires getting the liturgy ready),
    - iv. Liturgists: recruiting and recording for about 4 people per Sunday
    - v. Photo slide show: give access and create Google Drive folder for all the photos (use David's University account)
    - vi. Duration of service: 60 min needed for the radio, but we may not always need that much for our digital service
  
- IV. New Business
  - A. Sunday, April 26th Planning Pastor John

Roundtable Pulpit today; preaching on John 21:1-19 with Jesus meeting the disciples in Galilee and casting their net on the other side of the boat. Gail has produced some hymns already. David will be doing some filming and the chief editor this week. Suggestion to have the bells ring Sunday morning for 10:00 service; get a rotation. Ideas: Pastor John, Tom Ziesemer, Vasquez's, Caroline, Gary Kade, Jesse Wilcox.
  
  - B. Video Editor Position Pastor John and David Hahn
    - (1) Update: posting to Indeed tonight. Revised job description. Will be posted for 1 week. David to set up interview with initial 2 candidates.
  
    - (2) Interview Process
  
    - (3) Funding for Contractual Agreement: Mckay fund for now, and then putting in a funding request for the new fiscal year to come out of Administrative budget. Hoping the candidates have their own equipment. Will need a new laptop for the church to edit the videos and the new person will be able to use it as well. Pastor Lily will be getting a new one from the Administrative budget.
  
  - C. Upcoming Budgeting Process John Samford

Current FY ends at the end of May. Congregational meeting scheduled for mid-June to approve the budget. That budget is compiled from the various ministry teams and the stewardship campaign. Ministry chairs receive YTD financials to

review and our proposal is due 4/28. Requests for musicians and section leaders. Live Nativity? Digital message board instead of banners should be part of Welcome budget. Cost of Bibles need to come out of Education not Worship team. Altar Guild and totenfest. Extra supplies. Headsets for hearing impaired \$1800. Sanctuary banners are good. Pews and upholstery covered by Facilities?

V. Closing with the Lord's Prayer

Next meeting, Tuesday, April 28, 2020

**WORSHIP MINISTRY TEAM MEETING MINUTES**  
**Tuesday, April 28, 2020**

1. Opening Prayer Caroline
2. Old Business Harriette

A. Review of 4/26 Worship Service

Technical issues with loading the video to Facebook and YouTube on Sunday morning on time. Could have been an issue with file size. Members/viewers were concerned about whether they were doing something wrong. Once we're able to hire someone we anticipate fewer technical problems. Getting content to liturgists early enough so volunteers have enough turnaround time to get the clips to the video editor. We all appreciate multiple contributors: readers, musical contributions. Concerns about copyright issues so need to make sure we have permission before bringing in other people's works; include credits as well. Each week Patti Maki needs the titles of musical pieces and composers to register the music we're using.

B. Funding for Sanctuary Headsets

Order new headsets to come from current Memorials & Gifts fund. We'll need some sort of education/training for the ushers to show people how to use it.

3. New Business

A. Worship Service, 05/03

Pastor John

Communion Sunday. Pastor John preaching, focused on 23rd Psalm and John 10 (Jesus as the Shepherd).

Music: Let Us Break Bread Together (pre-recorded by Gail); Prelude & Postlude; suggested hymns Rejoice Ye Pure of Heart, For the Beauty of the Earth, Amazing Grace, Lord is my Shepherd, God is my Shepherd, \*God's Eye is on the Sparrow, \*My Shepherd Fills My Every Need (Gift of Love tune), \*Savior Like a Shepherd Lead Us, Just a Closer Walk with Thee,

Liturgists: 2 people for Call to Worship; Invocation; Prayer of Confession/Assurance, Lord's Prayer; Multiple: Scripture (look for 3 people); Offering (look for people who are shepherds in everyday life; who are the lambs in your life? Interview clips from a zoom meeting.) Nurses, teachers, fire fighters, caretakers,

Editor: David

B. Video Editor/Interim Position

David

Job description posted on Indeed. Interviews have started. 70 applications so far, narrowed down to 2. We have asked them to provide evidence of their work (due by Wed 12N) and clarification of their bids. Clarification: video editing now each week, but eventually supporting live broadcast, ability to work with sound tech volunteers, engage with social media. Potential start date: both able to start ASAP. Decision made by end of this week. Paid out of McKay fund for now; but we need to budget for this in the 2021 year out of Worship or Administrative or Personnel?

C. Budget for 2021

Harriette

Suggestions to Harriette: Add in column for FY2020 Actuals to compare with FY2020 Budget and FY2021 Proposed Budget. Add in row for Technology to Worship budget for \$1,500.

Approved increase for special service instrumentalists for \$5,000 total in FY2021. Also suggest that we keep subscription to Planning Center with goal of Pastors getting trained in using it and then additional team members as needed, including the new video editor. Notes: recent equipment purchases (microphones, tripod) came out of McKay fund. Live Nativity will continue to be funded by the McKay community outreach fund.

4. Closing with Lord's Prayer

Next Meeting: May 5, 2020

**MEMBER CARE MEETING**  
**April 22, 2020**  
**3:30 pm**  
**via Phone**

Old Business

Judy will work on draft of recommendation to the Leadership Council (L.C.) for changes we recommend to the By-laws.

Sue will draft a letter that we can send to new or renewing members after they join the church.

Due to the COVID-19 situation, we decided to put the Red Cross training recommendation on hold as well as the "Being Mortal" book discussion.

Member Check-in during COVID-19:

We discussed members that we are currently in contact with and members that need to be contacted. We decided Sue will send a card to one family and Julie agreed to call a couple members we are concerned about. Jenny will reach out to one member regarding viewing the service online through Facebook. Sue continues to send cards to our church family. She recently sent cards to our members who are 80 and over.

New Business

Beth Wenner is interested in renewing her BUCC membership in May. She and her husband are relocating to Ann Arbor. Pastor K is in conversation with her.

The Member Care Ministry Team report for the BUCC Annual report is due to L.C. by May 15th. Jenny is working on the report and will send a draft to the team for review. Jenny is also working on the annual budget for the Finance team.

Judy reported that L.C. is sending a stewardship letter at the end of April. We discussed whether the time and talent survey should be sent out at the same time. The group agreed that it should. Judy will discuss it at the next L.C. meeting and get back with us on next steps. The plan is to send an email or letter around the same time as the stewardship letter. Judy also asked if Jenny would be willing to record something on Zoom related to the time and talent survey. It would be used as part of the stewardship campaign.

We discussed the potential for face masks needed for the congregation in the future. Jenny will contact Lily to discuss any future plans for having some available when worship in the sanctuary resumes.

**Next meeting May 27th at 3:30 pm.**



**OUTREACH MINISTRY TEAM MEETING NOTES**  
**April 30, 2020 8pm-9pm via Zoom**

Attendees: Laura Seyfried, Mary Jean Raab, Katie Rowan, Sue Wortman, Sue Muir, Roy Muir, Eileen Koprowski, Jane Schmerberg, Lily Tinker Fortel; (Jamie Dylenski was unable to attend due to a change in the start time)

Welcome

*Story about the value of teaching someone to do something new.*

Volunteer opportunity updates and changes due to COVID-19:

- Food Gatherers Community Kitchen & Warehouse – *Laura, Lily*

*BUCC volunteers will tentatively return to volunteering at the Community Kitchen on Sunday, June 7th. The next Warehouse volunteer opportunity is Saturday, August 15th. Stayed tuned for updates.*

- Alpha House – *Laura*

*The next volunteer date is Sunday, October 4th. Laura will attend Congregational Coordinators meeting via Zoom on Thursday, May 7th and ask about contributing funds to supply dinner(s) in July or August.*

- Peace Neighborhood Center – *Sue M.*

*Afterschool activities, summer camp programs are on hold; only staff and interns are handling Friday produce distributions to minimize volunteer exposure to clients; staff offering phone assistance to clients now but are concerned about future financial needs of families in the next month and beyond; also concern about families' access to daycare if they get called back to work and other needs if they don't have a job to go back to. PNC is financially OK right now, but feel that this is the calm before the storm.*

- Youth & Young Adult Mission trip – *Katie*

*The scheduled trip to Cincinnati is cancelled although the sponsor church is looking for help to fundraise (a replacement for the rental funds collected from volunteers staying onsite) for the programming that the mission trip would have helped support; the group will be meeting next week to discuss options to fundraise and/or volunteer in another way closer to home.*

- Others? – *Lily*

*Groundcover is distributing personal care, cleaning and food supplies to their vendors; they are also collecting unused (but still usable) smart phones, tablets, and laptop computers to give to vendors to keep them "connected" during the pandemic (and beyond).*

Annual Budget Meeting (virtual) – Saturday, May 9th, 10am-1pm

*Laura submitted budget worksheet and will attend the meeting*  
Annual report for OMT– due May 15th

*Laura has written the report and will submit prior to the due date.*

*Bethlehem's "COVID-19 Emergency Response" special fundraising designation – Lily, Laura*

*Proposal submitted to and approved by Leadership Council to establish a special fundraiser with an initial goal of \$10,000 to assist partner agencies (Alpha House, Food Gatherers, Peace Neighborhood Center, and Groundcover) with COVID-19 related needs for the long-term. Distribution of the funds will be initiated and managed by Pastor John Kennedy. Promotion for the fundraising project will start about June 1st so it does not directly conflict with Bethlehem's Stewardship Campaign. There is already a special donation designation for this on the church's donation page.*

*Updates on Lenten mission projects – Lily, Eileen*

*For those who were saving coins in the cardboard houses or following the 40 Days of prayer and service calendar, donations to Habitat for Humanity of Genesee County (Flint) can be given now online at the church's donation page or a check can be mailed to the church with H4H Genesee County in the memo. A single check from the church will be mailed to H4H at a later date. Also, the Easy Water for Everyone project will continue. Katie suggested we ask people who have been collecting returnable bottles/cans this past month to donate the proceeds to the project once they are able to cash them in.*

*CROP Walk 2020 – Sunday, October 11th- Lily*

*Bethlehem will be hosting the event in 2020 and 2021; the area coordinator, Mary Pratt, said the overall planning committee meets regularly; Lily will make sure a BUCC rep can be included in the next meeting; Laura, Eileen, Tom Ziesemer, Lily and members of the Youth & Young Adult group will be part of the initial planning committee for Bethlehem. There is a strong possibility that the CROP Walk will end up being a virtual event. If so, we are not sure what the host role will look like.*

*Rotating Shelter at BUCC -re-engagement in spring 2021 – Sue W.*

*Leadership Council is seeking a champion to take on this project (John Samford wrote an article in the April Visitor) and has tentatively scheduled to host in April 2021. Roy shared that his previous experience was that 2-3 adult volunteers are needed for the duration to spend the night at the church in addition to volunteers helping with other activities; Mary Jean suggested it might be a good opportunity to engage with college students to take on the volunteer role(s) with BUCC volunteer as the lead (maybe an internship opportunity for a social work/public health student). Sue will ask Ron Dechert to attend a future OMT meeting to share more details about the expectations of the Shelter Association.*

*Outreach Ministry Team co-leader candidates – Roy & Sue Muir*

*Everyone is very happy to hear that Roy & Sue Muir have stepped up to take over the leadership role of the Outreach Ministry Team in the new fiscal year! Thank you's all around.*

*Additional information –*

*Jane shared a story about her son Cameron's 32nd birthday and his gift to others of challenging friends to contribute funds to purchase dinners for people in need and how it reminded him of all the things his parents do to help people through their volunteerism at Bethlehem.*

*Eileen shared that she too was able to give “points” earned through a health and fitness program to purchase meals for people in need.*

*Both stories showed how creative people and organizations have become with virtual activities to still support to those in need.*

*New BUCC online giving opportunities for Mother’s Day – Safe House Center and Peace Neighborhood Center (I just noticed this when looking for the H4H Genesee County designation).*

Closing with the Lord’s Prayer

Meeting adjourned 9:06pm

**Next meeting: May 27th at 7pm, via Zoom –**