

**LEADERSHIP COUNCIL MEETING MINUTES: July 23, 2020 3 pm**

**Zoom Link: <https://us02web.zoom.us/j/86712488597>**

**Save Link \*\*\*\*\* Recurring Meeting on 4TH Thursdays, of the each Month @ 3pm**

In Attendance: Pastor John, Jim Rowan, Ron Dechert, John Samford, Pam Rutledge, Tim Authier

● **Opening Prayer**

● *Approval of minutes from 6/25/20 Leadership Council meeting*

Change Agenda to Minutes after the meeting.

Minutes accepted

● **Old Business**

○ **“Slight” reopening: U of M Medicine Nurses’ COPD Study**

○ Study will begin on Monday. Through the Fall until Christmas pending State Guidelines with Covid.

○ Description provided of the program & a Recap of the plans.

○ Nurses are paying \$350/day

○ Encourage to leave the non-profit fees as they’ve been for the last couple of years.

Leadership approved keeping the current rental fee for this group as is.

○ **Groundcover “in the house?”**

○ Operating on abbreviated hours

○ Following protocols and guidelines.

○ No written plan for how to use the office provided. Primarily their efforts are conducted outside the door.

○ Ron has offered to help and meet with Sue but so far no meeting has been established.

○ **Rental to AAPS?**

○ AAPS has decided to stay closed and conducting virtual school. Not sure what it means.

○ Impacts Sunday School as well. No Sunday School activity will be conducted during the fall term.

○ **AAYC appears to be seeking other, larger rehearsal space**

○ Using Huron High School as it’s a larger space.

○ No budgetary items built into the BUCC budget based on any of this.

○ Mindful of how quickly the funding can change.

● **New Business**

○ Pastor Relations Committee (see proposed Motion sent as separate email)

▪ Roy Muir’s letter - he wants to step away from the PRC

▪ Suggestions of intentionality of the PRC, providing structure

▪ Formalize the PRC

▪ Motion to formalize made & was seconded.

▪ Discussion about the PRC, purpose, who it’s led by, and the overall organizational structure for it. Ron asked several questions. Pastor John explained his vision.

● Requesting a standing committee and for Council approval.

● Pastor John selects who will be on it.

● Wish to be challenged in his efforts & support for the pastor

- Clarity between misconduct and personnel matters vs. Support and Growth
- Clarity of capacity and relationship
- Standing committee reports directly to the Pastor - Put forth as a motion and seconded
- Rule - cannot be in an elected position and on this committee.
- Vote taken and motion passed.
- Apply for grant of up to \$20,000 through the Michigan Small Business Restart Program?
  - To get the form for a grant will need to open a Small Business Account.
  - Supposed to support the same sorts of things the Fed Program did.
  - Do we want to empower the Financial Secretary to pursue this? Or shall we conditionally look into depending upon the amount of work it entails?
  - Endorsed but the caveat to the endorsement - if we receive the grant it can only be applied to the existing deficit in the 20-21 budget not for anything new.
  - Memo from UCC about separation of Church and State - we went over this since the Federal Grant; we are also a non-profit that has numerous outreach programs.
  - It was put up for a vote and passed.
- Actions to take arising from report from Call Team for Associate Pastor (Pastor John)
  - Lily - her position as it exists can be n) ordained position/call. At the same salary.
  - Lily presented ideas pertaining to her job description.
  - Pastor John sent it back to the committee.
  - Met with the team and created a job description including areas of interest Lily would be part of. Chain of command created. Some items not granted.
  - Revision put together by Kurt - a draft. Intent is to take it back to Lily to see what will be proposed to Leadership for consideration. Should she accept it then it goes to Leadership.
  - The job description & then the compensation package.
    - Job Description will be kept within the Church's by-laws, no changes to the by-laws for the job description.
    - Compensation Package - does it become a 32 hour position or 40 hour? If the time commitment doesn't make sense in terms of the compensation then there will be a need to revisit the job description.
  - Committee working on Lily's call to BUCC will be presenting recommendations to Leadership in the next couple of weeks.
  - Leadership will review and discuss to make a decision as soon as possible.
- **Reports from Ministry Teams liaisons--no monthly packet available - Parish Secretary illness**
  - **Stewardship:** Status of Pledge Effort - based on pledge effort and pledges there will not be any new pledge efforts at this time. At end of Q1 will assess if further efforts to solicit pledges is warranted.
  - **Finance Ministry Team:** Slight modification of time table - moving back a meeting that gives feedback over our first 3 months, a week, to give additional time and processing. Will be Sept. 20th, instead of Sept. 13th.
  - **Facilities:** Replaced steps to Parsonage House @ \$3,500 - not sure what account. Deferring porch repair until spring until budget is more clearly understood.

- **Facilities:** After stone masonry was evaluated, additional patching to be done, but total is still under the approved amount. Total at \$50,000. They've noticed water leaking in by the foundation on 4th Ave and South Side - beyond where the foundation was repaired. Bids are going out for costs.
- **Worship Ministry:** settling into a groove, things are better and going well. Metrics from Facebook look encouraging.
- *Report from Pastor John - Shared a Memo / Report with further Information regarding his thoughts and reflections with the Leadership Team*
  - Goals and vision to expand the ministry team's role and provide care and support are being met.
  - Covid - things are becoming more apparent - isolated people, and other situations. Trying to figure out how to better meet people's needs.
  - Can't get into Hospitals and Nursing Homes - a huge issue. Try to help the nursing homes help their residents get onto social media so they can see and involve in worship and with their church.
  - How can we help with welcome and engagement? Electronic media is great but outreach and care is important.
  - How to better humanize social media and electronic means so people feel more connected?
  - Stephen Ministry - Lily getting into an organizational role.
  - New Members - more and more people asking to join the church.
  - Pastor Care - ongoing and supportive.
  - Member Care - Member Recruitment; Joining regarding who we are and our values. Authentic Community.
  - Big part of vision is what happens in leadership counsel. Hone our vision - who we are and how we act.
  - Requests for Baptism - how to do it? Outdoors? Small group - family and a few members from the church? Safety & Science guiding our practice.
  - Welcoming and bringing new people in joining the church. How do we welcome them and bring them in?
    - Options that are safe and meet state guidelines discussed: Zoom of Pastor John and a small group in the Church while sharing with the larger church.
    - OR: plan it outside - set up a tent, a few tables, and congregants who want to be there can attend.

**FACILITIES MINISTRY TEAM - BUCC**  
**Meeting Minutes of 07/14/2020**

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

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

The minutes of the 06/09/2020 meeting were approved as printed.

**FINANCIAL REPORTS:**

- a. During June approximately \$2,251.00 was charged to M&R for cleaning the stove hood in the kitchen, rewiring the timer and replacing the photo cell at the front door, annual maintenance costs for fire extinguishers, annual certification of the elevator, and service for the alarm sensor in the Groundcover room.
- b. No expenditures were charged to any of the unbudgeted funds accounts or the McKay funds.

**OLD BUSINESS:**

- a. Jason, from Precision, completed the back-flow boiler report and submitted it to the city on 06/15/2020 for certification.
- b. Precision also replaced the 10-foot boiler pipe in the salad kitchen that had leaked.
- c. Universal Power Washing cleaned the stove hood in the kitchen on 06/18/2020.
- d. CertaSite inspected the fire extinguishers and replaced 7 of them.
- e. Koch & White repaired the office air conditioner on 06/22/2020; the compressor had to be reset. They advised replacing the compressor belt; when Precision replaced it they suggested service for the motor starter. This has been deferred until it becomes necessary.
- f. Allstar Alarm checked the battery and the sensor in the Groundcover room after there were several alarms following the power outage of June 10<sup>th</sup>-14<sup>th</sup>. The timer was reset.
- g. Kennedy Construction repaired the damaged wall opposite the ladies' restroom in the FH. As part of the repair they investigated the exterior wall under the steps to the sanctuary on the south side. There was water through the stone under the south exit door. We will contact Payeur to check the foundation in this area.
- h. Kennedy Construction removed the damaged concrete steps on the 4<sup>th</sup> Avenue parsonage. These were replaced using a composite material; the wrought-iron railings were refurbished and reinstalled. The broken corner was filled with concrete and the area on the deck immediately in front of the steps was reinforced.
- i. Schindler Elevator inspected the elevator and approved it for state certification.
- j. Brooks Painting completed repairing the wall and painting the walls and ceiling from the elevator to the sanctuary. We will contact the WT about who will pay to carpet the area.
- k. Brooks will treat the 4<sup>th</sup> Avenue sanctuary doors and paint the door to the old chapel in the next few weeks.
- l. The moats on the east and north of the building were cleaned of trash and weeds. There will be a notice in the next Visitor seeking volunteers to help weeding gardens.
- m. Gutter Champ cleaned gutters/downspouts on both parsonages. On Hewett they added a bracket and replaced a short downspout on the rear of the house. They suggested that we contact Green Oak Gutter to add new gutters in some areas.

- n. G-C completed work on the roof on 07/08/2020. This included additional repairs found necessary during the process. LC approved doing this work which will bring the total expenditure to about \$50,000; still well below the \$60,000 the congregation approved.

**NEW BUSINESS:**

- a. The 4<sup>th</sup> Avenue parsonage had water in the basement. There is some insulation hanging from the ceiling; this portion will be removed. We will have the furnace inspected and serviced; there is nothing to indicate when this was last done. The sauna may be removed.
- b. We are looking into options to find a new cleaning service. There are ongoing issues with the billing. Our current cleaner, Kayla, will be leaving; we have been pleased with her work but have had problems with several people prior to her.
- c. The U of M nurses hope to resume their rental in August—pending approval by U of M. Other possible rentals are dependent upon COVID-19 reopening criteria.
- d. Julie is posting signs on every door regarding the necessity of wearing masks, how to clean rooms following use, and a log to track traffic in every room.
- e. We will delay the roof inspection by Butcher & Butcher to spring; with G-C having just finished their work, we feel the roof is in good shape for the winter. **Was this moved on the Essential Maintenance task list?**

**ESSENTIAL MAINTENANCE TASKS FOR JUNE**

- a. Change filters in heating/air conditioning units in the sanctuary
- b. Clean air conditioning filters in lounge, chapel, cinema room, and classroom E
- c. Floor buffing: 1<sup>st</sup> & 2<sup>nd</sup> floor halls, choir and youth room, FH
- d. Carpet cleaning
- e. Schedule roof inspection by B&B for September 2020

The meeting adjourned at 4:30 pm.

**NEXT MEETING:** Tuesday, August 11<sup>th</sup> at 3:00pm.

Respectively submitted,  
Michelle Loukotka

## EDUCATION MINISTRY TEAM MINUTES

July 8, 2020

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

**Invited:** Kelsey Postler

**Scholarships** – The team agreed to split the McKay Scholarship money evenly among all those who applied, with the possible exception of one member who may be ineligible due to dropping to part time last year.

**Vacation Bible School** – Kelsey will lead on the five Sundays in August for 1 hr from 11:00 to 12:00, with five different topics.

Supplies will be sent to the younger children. We hope they will work on a project each week, showing it on Sunday.

Each Sunday there will be an ice breaker, a short time for those who didn't finish the weekly project to catch up, sharing what was done and a game to close out the hour.

The older youth will help out the younger ones who didn't finish their project.

Lily will send email addresses to Kelsey so she can make contacts.

Lily will help Kelsey see what supplies we already have in the art room.

Kelsey would like two people to putting together supplies and she will get them sent out.

Need Volunteers each week to help control kids.

The program will be using Compassion Camp from Illustrated Ministry, possibly coordinating worship with the VB.

Will hope to get photos of the projects we can show in the worship video.

There is music on Facebook that goes along with each lesson.

Next meeting August 5<sup>th</sup>

Submitted by Karen Samford

**WORSHIP MINISTRY TEAM**  
**Agenda**  
**July 21, 2020**

Attendance: Pastor Lily, Jennifer Vasquez, John Samford, Caroline Ashenfelter, Gail Jennings

1. Opening Prayer John Samford

2. Old Business

a. Review/Acceptance of 6/16 Minutes Jennifer

b. Feedback on services All

Feedback: picture of the hymnal is too small. Can we just get the written words; and added to the bulletin? Need to ask Gwen to type up the hymns for bulletin and Planning Center. David can use that content for the video. Hard deadline of Thurs 12Noon to get content to Gwen. Pastor Lily to ask Gwen about the request to type the lyrics. Website with Chalice Hymnal.

Hymnal Pickup for those who want them at home. Keep track of who has them "checked out."  
Can church office coordinate for pickup vs delivery? Helpers: Ellie Vasquez, Caroline on weekday afternoons, John Samford.

Feedback on Bells: loved that performance and we may get monthly contributions from this group and/or Rowan family.

Member Care Moment: highlight video from their team to celebrate birthdays.

Statistics about Worship Views: one is for 3-second views even if volume is off; total number of minutes that a video has been viewed. Live View count on the premiere averaging 45-65 screens. YouTube has a running count.

BUCCeleles: ASL version of Kum-ba-ya will be the next recorded project. This will coincide with our Compassion Camp/VBS initiative in August. Recording will be played last Sunday in August.

Packaged Videos: words on the screen with music but then the radio listeners didn't know what was happening during that component.

c. Update on Video/Editor Position Pastor John

3. New Business

a. Leadership Council Update John Samford

Pledges ahead of last year at this time. There may be continued effort from Stewardship to follow-up on any remaining pledges not submitted yet. From a financial perspective we do not have the rental income.

b. Re-opening Task Force Pastors John & Lily

Church office, sanctuary, fellowship hall, and groundcover offices are open, limited to max of 10 people in the space (following governor's guidelines). That is all. Sanitized after use of each space, including a fogger.

Nurses are coming back to our church space, Fellowship Hall.

Ann Arbor Youth Chorale: looking for a practice space that is larger so they can "socially distance" during rehearsal.

AAPS: interest in rental of some classrooms.

c. Creative Worship Planning Update

Pastors, Jennifer

Request to get more musical content from members: Alan Authier wants to play, perhaps for August? Youth group will also be contributing music to the August services.

August: Compassion Camp for VBS and aligning Sunday Worship with content in VBS (led by Kelsey). Each one has a song.

September: Theme around Book of Acts, still in development

d. Planning Center

Jennifer

Be on the lookout for your welcome email inviting you to create a login password so that you can check out this new website we'll be using to coordinate worship content, including Liturgy and Music.

e. City Guide Advertising

Pastor Lily

Ann Arbor Observer puts together this annual issue and we are usually listed in the directory portion. Last few years we also bought an advertisement. Suggest changing content for worship: focus on the website, direct to Facebook and YouTube for livestream, and remove the worship times?

f. Other

TBD

Note: Jennifer on vacation week of Aug 8-15 so Sarah Herwick will take point with Liturgists as needed that week.

4. Closing with Lord's Prayer

Next Meeting: August 18, 2020



## MEMBER CARE MEETING

7/22/20

3:30 pm via phone

Attendees: Jenny Foster, Mary Jean Raab, Judy Coucouvanis, Julie Seitz

Absent: Dindy Haab

1. We reviewed and finalized the letter to new members. Sue B. recommended leaving the framework of the letter as is and personalizing it to each new member. We discussed changes and Judy typed a revised draft. The draft will be shared with the group for final approval. Once approved by the group via email, we will send the letter to Beth and Chris W. who rejoined the church recently.
2. Calls have been made by a group of volunteers to members (ages 65 - 74 years old). The calls were well received. We plan to make calls in a few weeks to the next group which are the 55 - 64 yrs old members. Julie mentioned that Evelyn P. has made a point of connecting with younger members of the congregation. We are thankful to Evelyn for making this connection.
3. Jenny had a call with Pastor Lily and they discussed recognizing Member Birthdays during this time of COVID-19. Many of our members cannot get together with family and friends to celebrate their birthday so we thought it would be nice to recognize birthdays during the worship service. Lily asked whether Member Care would be willing to record a Member Care moment, featuring upcoming birthdays, for the church service weekly. The group agreed it would be a nice idea. Jenny agreed to do some of the recordings but more volunteers are needed. She will discuss how to recruit other members to help with the recording with Lily. Jenny will also contact the church office to obtain a birth date list.
4. Updates and/or concerns from team members.
  - Julie let us know that care meals were needed for Evelyn and Fritz P. We set up a Meal Train for them and covered 3 weeks of meals. Jenny will follow up after 3 weeks to see how Evelyn is feeling and if there is still a need for more help with meals.
  - We discussed the need to have a more coordinated effort and better communication from both Pastors as to which members have been contacted and who needs to be contacted. Jenny will follow up with Lily and John to discuss.
  - Jenny will ask Sue B. to send Cards to Mary Ann F. (new condo) and Bob L. (hip replacement). Sue stepped down from the Member Care team but is willing to still send cards to members as needed.
  - We discussed our concerns/ideas about reopening the church. Another church asked members to register how many from their home would be going to the service. Using this process would help with crowd control. Members could go in one entrance and out another entrance. We questioned, what will the procedures be for elevator usage? Will masks be required? If so, will we have extra on hand for people who do not have one? Jenny will check with Ron D. on the current status of reopening the church and report back to the group.

**Next Meeting: September 23, 2020 at 3:30 pm.**

**Bethlehem United Church of Christ**  
**YOUTH AND YOUNG ADULT MINISTRY TEAM MINUTES**  
**July 9, 2020**

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

**Statement of Solidarity**

We discussed the Statement of Solidarity written by Chloe.

"As the Youth and Young Adults of Bethlehem United Church of Christ, we stand in solidarity with the Movement for Black Lives and all Black, Indigenous, People of Color. We condemn all forms of racism. We are committed to being better allies. We will listen. We will learn. We will act."

Youth will be invited to support this by signing. It will be posted on Facebook, emailed to Leadership Council and elected members, and included in the Visitor. Congregation members will also be invited to sign their support.

The possibility was raised of Youth working with ONA and Welcome to obtain Black Lives Matter and rainbow signage/banners to be displayed outside the church. We want our commitment to ONA, people of color, and millennials to be visible.

**Movie Discussion - June 25**

Youth and adults participated in a discussion of the movie Just Mercy.

**Exploration Curriculum**

This curriculum is available for free from the Michigan Conference. Lily will order packets to be used for youth group starting in September.

**Vacation Bible School**

Youth will be asked to assist as leaders for Vacation Bible School, and also to volunteer to record the VBS songs for the August worship videos.

**National Youth Event - July 24-25**

Youth can sign up individually online for free for an interactive culminating event.

**Survey**

Lily sent out a survey to youth and parents to gauge their comfort level for possible in-person outdoor socially distanced activities like nerf ball, water balloons, obstacle course. There have been only a few responses.

**Cheer Squad**

Another idea for youth group is to form a "cheer squad" which would go to one person's house per week to spread cheer and encouragement and show Bethlehem's enthusiastic love. Youth will be asked to be involved in planning during the July 16 youth group zoom.

**College Age Youth**

We would like to engage those in this age group who are in the area to become involved in youth group leadership.

**Outreach Trip**

The outreach trip group met via zoom on June 17. It was decided to donate the proceeds (\$590) from the quilt raffle to Washington UCC in Cincinnati for their summer meals program for kids. We will also invite the congregation to make additional contributions. We will put an article in the Visitor with updates about the raffle results, the trip cancellation, and request for donations.

Submitted by Katie Rowan