

**LEADERSHIP COUNCIL MEETING MINUTES: June 25, 2020 TIME: 3 PM (Zoom)**

**Topic: Leadership Council Meeting - Zoom**

**Time: Thursday, Jun 25, @ 3:00 PM**

**Join Zoom Meeting**

<https://us02web.zoom.us/j/81114721215?pwd=SEZLNecyaTNCemZxcjVPdm1laWxOZz09>

**Meeting ID: 811 1472 1215**

**Password: 576471**

- **Opening Prayer & Welcome** to new members Dindy Haab (Member at Large) & Tim Authier (1-year Secretary)
  
- **Approve Leadership Council Minutes** from 5/28/20 meeting (circulated via email, included in monthly “packet”)
  - Quick pep-talk about the importance of accurate & timely minutes  
Tim’s moving the minutes to Google Docs.  
Reviewed the presence of: Monthly packet for leadership council - has all the minutes of all the groups that met that month. It’s a way to keep abreast of what’s going on.  
When the minutes are posted - please review. Complete annual report is on-line.
  
- **Old Business**
  - Advice to us all: Peruse the Annual Report (and remember others’ minutes in monthly packet)
  - Lawsuit status report
    - Person who was contracted with a cleaning service claims injury from April 2019
    - Discovery process - currently
    - Lawyers are handling matters. Monitoring the matters.
  - Final pledging report from Financial Campaign (**see attachment 3**)
    - Seem to be ahead, now, of the pledge process
    - Shared the information on attachment 3 about the budget
    - Roy Muir’s suggestions noted
  - Task Force report: BUCC’s Plan going forward through the pandemic (draft circulated)—Ron Dechert
    - Ron shared out about feedback from the plan noting that it was acceptance oriented feedback
    - Questions for leadership to address:
    - Ann Arbor Public School Rental Opportunity (see attachment 1 below)

Ron Dechert: need a singular LC lead to work with Facilities on this contract. I’d be happy to lead this effort.

Now that we have a document and a procedure that is spelled out (needing more details):

1. **Who should receive and handle these requests as they come in? Hearing from various entities who wish to use space at the church. Does it go to Leadership? Facilities? Task Force? or some combination?**

- a. The turn around time of the decision making process is quicker than a monthly

meeting.

- b. Upfront work of the rental requests - a person or group that will address the questions regarding a rental. Then the Follow Up and Monitoring - who is the point person of the group? They will need to monitor for compliance.
- c. Once Guidelines are established - it should go through facilities = Ron's recommendation.
- d. Possibility of the Task Force working with Facilities.
- e. With larger rentals, like AAPS, are we capable of "policing" the situation? That's a lot. Hallway travel, bathroom use, and cleaning - that's a lot.
- f. Right now we can provide rooms to use but have to limit to 10.
- g. Individual renters would have the responsibility to do the light cleaning (Clorox wipes, etc.) and following the state guidelines. Church does the deep cleaning. Service is 40 cents/sq. ft. Or we buy our own sanitizing equipment.
  - i. Could buy an inexpensive fogger and cleaning solution and clean fellowship hall in 5 to 10 minutes. But staffing? Many questions.
  - ii. Process could be done - DEPENDING upon the agent. Some agents are more caustic and require gear. Another kind - one Ron is looking at - is milder and anyone can use it. But volunteers would need to be trained.
  - iii. CLOSE DOWN sections of the church & leave them closed - so cleaning isn't required.
  - iv. Negotiations with renters about the cost of cleaning - who provides the cleaning? If the church provides the cleaning roll the cost into the rental = one potential way of handling matters.
  - v. In the matter of a one time rental will cleaning costs be added to the renter? Recommendation of yes.

**2. Who's going to review the mitigation and responsibilities of the renters?**

**3. Expectations for cleaning open spaces: surface cleaning; deep cleaning (fogging the area); and which agents should be used for cleaning. What are the clarifications? Does it get kicked back to the task force?**

**4. What process is put together for when do we move into phase 3 and/or phase 4?**

*Are we going against our standards based on summer use?* Ans: State standards are being adhered to. We are not violating any of that. It would be our expectations that the renters would follow the state guidance.

- Gyms are still closed down - for every rental we have to think about cleaning and what our processes will be.
- Review of the process that the Nursing Group plans to follow.
- AAPS - may be very complicated - up to 9 rooms, 5 days a week from 8 - 5. Can be a very complex issue. Have to balance potential income with the responsibility of this rental. Should have a BUCC point person for this one. Ron explained many of the details of this potential rental. It presents logistical concerns - surface cleaning along with deep cleaning; what spaces will be used; the fact that 5 rooms are to be used but 9 spaces are rented; and other variables of

this rental. Rental here is Y5 - 5th grade.

*We can't even consider gym requests until the state opens up gyms?*

- Recommendation is to follow state guidelines.

*When are we planning to open the church up to our members?*

- State of Michigan planning to up the numbers up to 50 (see the plan for reopening).
- Considerations of age, age ranges (especially the at-risk ages); desire to open versus the responsibility to take care of our members and attendees.
- Have to have a strong enough system to bring forth the confidence of our members. The details of how we are going to clean and prepare is critical.
- IF we can create and live up to the conditions we need to provide a safe, sanitized environment we can have us return.

**Ron Reviewed the plan of which group will tackle each part of the work. Ron will update and send it back out with these updates.**

**Will leadership be willing to endorse the UM Nursing Group Rental starting 7/7?** Tuesdays and Thursdays from 9am to 3pm. Using fellowship hall. Meets approval of Task Force and UM requirements, CDC and State Requirements. They have their own access fob to let their own people in and out. They will do the surface cleaning. After the last session on Thursday they will "fog" the room. Team supports this plan.

### **New Business**

- Leadership Council meeting times: 4<sup>th</sup> Thursday 3 PM via Zoom, for now? This seems to work for the leadership team!
- Leadership Council Liaisons to Ministry Teams (**see attachment 2**) – empty slots, reassignments? Feel pretty covered even though there isn't an individual in every slot.
- Annual Meeting follow-up
  - Quarterly budget review—who, how? (1st quarter ends 8/31/2020)  
Presented options for how this might transpire: what it would look like? Do we take it to Finance? Seems to be the forum for a brief after church meeting. The 2nd Sunday in September is the 13th - roughly half way through the month.  
Is this considered to be a congregational meeting? There isn't a proposed action, currently, so it would not necessarily be a congregational meeting. Best to avoid since there isn't a vote or actionable elements to the meeting. It's simply to communicate status. The congregation asked us to watch and report back. We can discuss things then, take on questions and keep channels of communication open.
  - Next steps on pledge/stewardship campaign--suggestions from Roy Muir (**see attachment 4 below**)  
Shared out Roy's plan - regarding mailings to the congregation. A "targeted" letter to various groups of those who've pledged. A letter that is heartfelt, desire to make a difference, being proud of our plan! The plan would be to wrap up the pledge drive before the September meeting. There's a record, already, of those who've pledged and those who've not. Question of, are we okay, with looking at the pledge records and sending letters to those who've not yet pledged?

**General Fund:**

Who should know, in Stewardship? Basic information.

What should they know, in order to be effective.

**Major Gifts:** Pastor should be there to help direct it.

**Discussion points:** It's thought that a list of members who were sent pledge cards and we've not heard back from so Stewardship can follow up with them. Consider having someone from Leadership be a liaison to stewardship as well. Jim Rowan offered to do this.

Are some people giving without pledging? If we see changes of patterns of giving. The only ones we don't know are cash without envelopes.

- The never-ending audit
  - We have a clean audit. Talking to the auditor and he asked if the church is under any pending litigation and we are. So letter between auditor and attorney to clarify.
  - Few journal entries to bring recording of income into the correct categories.
  
- "Church member self-reflection" – still want on BUCC website?
  - David H. has helped make the church website look friendlier and up to date!
  - David and Lily are really adding so much to update the church, bringing so many skills and ideas.
  - Do we want to keep the 360 survey of the church and leadership up there? Or should it be retired?
    - The self-reflection is to be done every 3 years - so retire it.
  
- John Rotche basketball rental for son: need info from Julie to move forward: want to?
- Reports from Liaisons
- Report from Pastor John

### **Attachment 1: AAPS Rental Opportunity**

- “Below is an overview of the Ann Arbor Public Schools child care program needs for the 2020/21 school year. I added a few items that came up after we met.
- Set up dates: 8/17 - 8/28/20
- School/program dates: 8/31 - 6/11/21 (there will be days school is not in session within this time frame. I can give you the exact dates as soon as the 2020/21 school year calendar is set).
- Days: Monday - Friday
- Times: 7:30 am - 5:30 pm (program 8 AM - 5 PM)
- Approx. 50 elementary students (Y5's -5th grade)/10 students per room/ 1 adult assigned per room. The total number of students/staff/rooms could increase slightly depending on adult: child ratios allowed by the CDC/SOM/AAPS come August.
- Social distancing, daily scheduled disinfecting and PPE protocols we be used
- WiFi
- Outdoor space for recess/play
- Room requests: Schmale Hall, Library, Gallery, Pre-school, Sunday School and gym. Another room we looked at was the Youth Room. Additional rooms we did not discuss...office/storage room and access to a kitchen w/ a refrigerator for our daily snacks.
- Is the church air conditioned?
- I see the pricing chart is by room/per hour. Can you give me a price on the 9 rooms listed in the above bullet? Is there a daily or monthly flat rate for the 9 rooms? Is it possible to determine a school year rate?
- At this time, the exact plans for the AAPS school year have not been released. I expect this information sometime next month. BUCC would be a great location if a full day child care component is needed. Once I have the fee information, I'll take it to my supervisor and get back with you as soon as possible with an answer about renting space. I do understand the Church Council or others on your end are responsible for making the final decision. In the meantime, please let me know if other groups are considering renting daytime space in hopes that I can get an answer on my end a bit sooner.
- The daily use would include a combination of instruction whereby students bring their electronic devices and connect with their classroom teachers and enrichment. The WiFi request is primarily for the instructional component. The on-site staff would provide a majority of the enrichment crafts, games, science and more.”

**Attachment 2: Leadership Council Ministry Team Liaisons**

<b>Finance</b>	Jim Rowan	<b>Worship</b>	John Samford
<b>Facilities</b>	Ron Dechert	<b>Member Care</b>	Dindy Haab
<b>Education</b>		<b>Welcome</b>	Pam Rutledge
<b>Outreach</b>		<b>Fellowship</b>	Patricia Huibregtse
<b>Youth and Young Adult</b>		<b>Stewardship</b>	Jim Rowan

### **Attachment 3: Status of pledge campaign**

- Current Pledges \$245,139 with 107 pledging units
- Last year's pledges \$236,684 with 98 pledging units
- Pledge income 2021 budget - \$220,000
- Non-Pledge income 2021 budget - \$79,593
  
- Covid giving vs last year (Mar-May) down nearly \$10,000
  - Pledge Giving down \$5,724
  - Non-Pledge Giving down \$4,112

### **Attachment 4: Pledge Campaign next steps--suggestions from Roy Muir**

1. Personal letter to all members who have given and/or pledged during the past three years, but who have not pledged thus far. Estimate to be approximately 25-40 giving units. Likely a significant number of them will respond positively.
2. Personal letter to all other members who have not yet pledged. Estimated to be about 150 to 200 family units: many less active both in participation and giving, but who still consider themselves members of BUCC.
3. Both letters must include a 1-2-page statement of the compelling case/reason for giving to BUCC. Recommend this statement be prepared jointly with Pastors John and Lilly: a positive statement on the congregation's mission and impact both within and beyond. Co-signed by the Pastors and by the President on behalf of the Leadership Council.
4. Additional personal letters are to be sent to each of the **individuals who've already pledged**, thanking them, and reporting how the church is reaching out to all those in the above letters. Also include the case for the support statement as an FYI.
5. All of the above should take place in July or August (prior to September budget review)

**FINANCE MINISTRY TEAM MINUTES**  
**June 11, 2020**

**Present:** Karen Samford-Chair, Tom Krell, Edgar Vasquez and Pastor John Kennedy

**Unbudgeted Funding Request** – A request from the Welcome Ministry Team to use \$2,440 from the Memorials and Gifts, Welcome Special Projects Fund for the upgrade of equipment and replacement of non-functioning equipment for the video message system in the church was approved. This expense includes the software service for 15 months.

**2021 Budget** – The remainder of the meeting was spent working on the presentation for the Congregational meeting.

We also met on June 3 to work on the 2021 Budget presentation.

Next meeting July 9th, 7:00 p.m.

**Submitted by Karen Samford**



**FACILITIES MINISTRY TEAM - BUCC**  
**Meeting Minutes of 06/09/2020**

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

The meeting was called to order at 3:04 pm.

The minutes of the 05/12/2020 meeting were approved as printed.  
Steve Darr is joining the Facilities Team.

**FINANCIAL REPORTS:**

- a. We came in 11% under budget overall with M&R going over budget by 13% for the 2019-2020 fiscal year.
- b. Just \$3,536.66 of the Property Improvement was used. Nothing from the Feldkamp or Heating/Cooling funds were used.
- c. The McKay funds were not used except for the \$670.00 used each month to support the Facilities budget.

**OLD BUSINESS:**

- a. We have three bids for the repair of the porch on the 4<sup>th</sup> Avenue house which indicate that the cost will be about \$10,000.00. Our use of the building after Lily vacates is undecided at this time. We have tabled this project until LC has made a decision. We will request that mail sent to this address be delivered to the church for the foreseeable future.
- b. Brooks Painting has been asked to do the painting necessary in the hallway from the elevator to the sanctuary. This will be done as soon as adequate help has been secured. They are having issues with employees choosing to remain on Unemployment rather than returning to work now that the COVID-19 restrictions have been removed.
- c. Precision is the only company of those contacted who are certified to work with our 2 million BTU boiler system to address our problems with thermostats. When the system is working again in the fall, they will calibrate all of the thermostats to determine which ones require replacement. The calibration will cost \$650.00-\$800.00. Each thermostat that is replaced will cost \$350.00-\$400.00.
- d. CMR is investigating the problems with the heat pump system in the FH. They now have the software necessary to gather information to share with the manufacturer for assistance in finding the issue.

**NEW BUSINESS:**

- a. An LC taskforce is writing a procedure to start a gradual reopening of the building. They hope to have this completed for the LC meeting this month.
- b. Our fire extinguishers were inspected by CertaSite Corp.; there are seven that needed service. The total cost for the inspection of the twenty-five bottles and the service for seven of them is \$634.19.
- c. We reviewed the annual report for Facilities that was submitted for the annual meeting.
- d. Tom is assembling a book with information and locations of circuit breakers, water turn off, heat tapes, lighting timers, fire extinguishers, etc. This will be useful to both the Facilities Team and the staff. Due to the age of the building and the fact that there are actually three buildings

erected at different times, it is often difficult to locate things for routine needs and would be even more difficult if emergencies arise. The book will also have a list of vendors, the essential maintenance list, and the emergency contact list. This will require continual updating to remain useful.

- e. Our top priority for the 2020-2021 fiscal year is to live within our budget.

**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 4:10 pm.

**NEXT MEETING:** Tuesday, July 14th at 3:00 pm.

Respectfully submitted,  
Michelle Loukotka

**WORSHIP MINISTRY TEAM**  
**Minutes**  
**June 16, 2020**

Attendance: Pastor John, Jennifer Vasquez, John Samford, Gary Kade, David Hahn, Gary Rogers, Pastor Lily, Harriette Ehnis, Gail Jennings

1. Opening Prayer Harriette
  
2. Old Business
  - a. Review/Acceptance of 5/19 Minutes Jennifer  
Approved
  
  - b. Feedback on services All  
Passing of the Peace from 6/14 was well received, lots of happy faces. Positive feedback about content and the way we're doing the services recently. Gratitude for David for excellent video editing.
  
  - c. Update on Video/Editor Position Pastor John  
Position created, multiple applications, selected a person (Sam Smith) who did work with us for a short period of time. Decisions around supervision and final edits were to be made by David Hahn so Sam decided to stop performing these services for us. David Hahn has agreed to take on this role for the near term until we find another person, he starts school again in Sept, or we get back into the sanctuary for live streaming. Requires 24-30 hours per week. Discussion on how we might be able reduce that: improving the video footage to get the audio to be better, or to deal with poor lighting, finding musical underlays, etc. Request for David to get the MP4 files from Sam from services that he worked on to make sure we have them. Re-post the position in early July to provide enough time for interviews and training. Suggest revision to job description to include some component of creative arts mission in the person's background and understanding of supervision by Music Director. Will the role description need to be revised for live streaming? Should we be looking at a crew to come in and do the livestream? David knows of some crews who do this at UM School of Music. Do we need to re-vision this type of role to cover video services but also social media marketing and supporting discipleship and outreach?
  
  - d. Other TBD
  
3. New Business
  - a. Leadership Council Update & Re-opening Task Force John S. & Pastor John  
Review of the draft plan as of June 2020.
  
  - b. Creative Worship Planning Jennifer  
Outdoor service idea: concerns about sound quality, radio feed, distance required for people singing, not sure if the energy investment would be worth it.
  
  - c. Liturgists Jennifer  
Seeking additional names to add to our roster

d. FY2021 Budget Update Jennifer  
Review of the new budget, reduced from our original request due to limited church finances.

e. Summer Expectations for Music David  
Gail will continue to play for us this summer. David will continue leading music along with video editing and details are still in discussion. Specific suggestions to David for musical contributions during the summer. Sarah and Katie willing to come to church to record; Gary Maki coming in this week to record. Need to be careful about people singing in the sanctuary for recordings to maintain a greater distance than normal conversation. May need to record at home b/c of concerns.

f. Other TBD

4. Closing with Lord's Prayer

Next Meeting: July 21, 2020

**MEMBER CARE MINISTRY TEAM**  
**Meeting Minutes**  
**6/24/2020**

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

**Old Business:**

1. Revisions to the By-Laws -The By-laws have been updated on the church website. Thanks were given to Judy C. for all of her hard work on the revisions!
2. Letter to New Members - we tabled discussion since Sue B. was not present at the meeting.
3. COVID-19 Task force - there is a draft of the reopening plan circulating amongst Ministry team chairs and Leadership Council. Ron Dechert has been accepting feedback on the plan.

**New Business:**

1. July/August Visitor - Jenny will submit an article to remind members to sign up to donate their time and talents. Options to sign up online and by paper copy will be communicated. It was also suggested that when we reopen for services and activities that we reintroduce it to members. We also discussed submitting an article regarding connecting through Zoom and Facebook to the church service or other meetings/activities. We will offer our services to members that need one-on-one instruction.
2. We discussed ideas on how to connect with members during COVID-19. Our team feels that some members are feeling isolated and disconnected from their church family. Some of the ideas/concerns we discussed are:
  - Can we coordinate a small gathering in the church yard where members can bring a lawn chair and cup of coffee and have conversation with others.
  - Better coordination with Pastors on which members have been called is needed. Is there a process being followed and/or is there coordination between the pastors? We are concerned that some members may be feeling left out.
  - How can Member Care better understand our member's needs? Jenny will set up a call with Pastors John and Lily to discuss these items.

**Next Meeting: July 22, 2020, at 3:30 pm via phone.**

## OUTREACH MINISTRY TEAM NOTES JUNE-JULY 2020

No Zoom meetings were called during June or July. However, a few items were shared with the team for feedback, via email.

Due to Covid restrictions, we continue to have reduced volunteer opportunities at the four non-profits we support: Peace Neighborhood Center, Food Gatherers (Community Kitchen and Warehouse), Groundcover, and Alpha House.

With that in mind, we have made our focus the **Covid-19 Emergency Fund**. With consensus from our Outreach Team and the Worship Ministry Team, we have organized **Outreach Moments** for our online worship services during August. Each agency is providing us with a video to be used, and one of our Team members introduces it each Sunday. As of the writing of this report, we are a little over halfway to our goal of \$10,000.

We will be launching **CROP Walk 2020** (October 11) during our Outreach Moment on the 5th Sunday in August and throughout September. The Ann Arbor Crop Walk organizing committee has decided definitely that this year's Walk will be virtual. Thus, there will be no hosting for Bethlehem for this year's event. We are urging participants to walk with family groups, alone, or whatever way they feel the safest. Opportunities to sign up online to walk will be publicized. We are urging our membership to join the **Bethlehem Pillamas** group: <https://www.crophungerwalk.org/annarbormi/pillamas>

Sue attended a webinar sponsored by the National UCC titled "Voter Registration, Education, and Mobilization" with Stacey Abrams, Leah Daughtry, and Tracie Blackmon. The UCC website has a link to "**Our Faith-Our Vote 2020**" with many excellent resources for congregations.

### Our current OMT members are:

Roy and Sue Muir - Co-Chairs  
Jane Nicholson  
Eileen Koprowski  
Mary Jean Raab  
Laura Seyfried  
Sue Wortman  
Jamie Dylenski  
Katie Rowan

Lily Tinker Fortel (Staff Support)  
John Kennedy (Ex-officio)  
Leadership Council Liaison (TBD)

Submitted by Sue Muir, Co-Chair OMT  
August 8, 2020